



## INDEPENDENT FIRST NATIONS ALLIANCE

### SIoux LOOKOUT OFFICE

P.O. Box 5010, 98 King Street, Sioux Lookout, ON P8T 1K6

Toll Free: 1-888-253-IFNA

Tel: (807) 737-1902 | Fax: (807) 737-3501

## Education Services Manager

### Position Summary:

The Independent First Nations Alliance invites applications from qualified candidates for the Education Services Manager position. Reporting to the Chief Executive Officer, the **Education Services Manager** is accountable for the overall leadership and management of the IFNA education mandate. This position focuses on providing professional advice and guidance on educational matters, visiting the communities and the schools, training and mentorship, curriculum development, budgeting, and counselling for off-reserve high school students. The Education Services Manager will act as the advocate for the company in a professional manner. This position may either be located in Thunder Bay or Sioux Lookout. Please see more details below.

### Duties and Responsibilities:

- Provides guidance, expertise and advice on educational matters and issues to the First Nation, Chief and Council, Education Authorities, Education Directors and School Staff as requested.
- Visits the member community schools on a regular basis; answering questions and concerns from the public and school staff, ensuring they have the educational tools they need, and always noting successes and areas for improvement in order to make an accurate report to management.
- Delivers and/or coordinates various training and workshop sessions to staff and the Education Board Members, as well as attending suitable training.
- Represents and provides reports to the IFNA Education Authorities at the management, Chief and Council, staff, and in Board meetings.
- Joins and participates in educational committees, boards, community groups such as NAN Education Services membership.
- Assists and advises in the planning, annual budgets, goal setting, proposal development, technical writing, and policy development for Education Services.
- Advises on evaluations for school programs, boards and educational staff; providing sample performance evaluation tools and strategies.
- Coordinates Educational Consultation Services for IFNA and member communities.
- Acts as a strong education advocate for First Nations and IFNA.
- Provides educational counselling to students when required with the support of the School Principal and CEO.

**The above reflects the major duties that may be amended from time to time as required to suit IFNA. The incumbent must perform other duties when required to assist in the effective and efficient operation of IFNA.**



## Qualifications:

- Over 10 years' experience in a similar education management/director role
- A Bachelor of Education degree, or equivalent education and experience
- Must possess strong education services to First Nations and management experience
- Strategic planning and financial acumen
- Strong ethical responsibility, takes the initiative and is responsive to member needs
- Demonstrate a passion for the community
- Friendly, courteous, considerate, responsive, motivated, trusting and professional
- Excellence in communicating with the staff, IFNA member First Nations, Chiefs and Councils, NAN, Principals/Educators, school administration, etc.
- Able to motivate and manage a diverse team in a fast-paced environment
- Ability to meet deadlines, be a team player, and truly believe in positive public relations and helping others
- Knowledge of education practices in the First Nations communities of IFNA
- Traditional Cultural Competencies in historical knowledge and intercultural competence
- Preferred Aboriginal Language – traditional practices and understanding of ceremonies would be assets
- Must have a valid driver's license, reliable vehicle and the required vehicle insurance

**Salary commensurate to experience and qualifications.**

**The Education Services Manager site location will be negotiated; however, travel to communities is required.**

**Qualified applicants may forward their cover letter, resume and three most recent employment references to:**

**Attention: Gail Binguis, Executive Assistant  
Independent First Nations Alliance  
P.O. Box 5010, 98 King St.  
Sioux Lookout, ON  
Fax: (807) 737-3501  
[gbinguis@ifna.ca](mailto:gbinguis@ifna.ca)**

**Deadline for the above positions is September 13, 2019 at 4:00pm. No applications received after this time will be accepted.**

*Independent First Nations Alliance wishes to thank all applicants in advance. However, only those granted an interview will be contacted.*