



## OSHKI-PIMACHE-O-WIN: THE WENJACK EDUCATION INSTITUTE

### POSITION DESCRIPTION

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Position Title: Program Coordinator  
Hours of work: 35-hour week  
Location: 106 Centennial Square, 2<sup>nd</sup> Floor  
Reports to: Academic Manager  
Appointment: 4-month contract  
Salary: \$34.00/hr

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#### WHO WE ARE:

OSHKI-WENJACK's mission is building and empowering First Nations Futures.

#### VISION STATEMENT:

Strengthening Nations through First Nations Education

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#### POSITION SUMMARY

The Program Coordinator will contribute to the overall success of Oshki-Pimache-O-Win: The Wenjack Education Institute by coordinating programs, in partnership with our accredited partner. Under the direction of the Academic Manager, the Program Coordinator is responsible for the delivery of several accredited programs with applicable partners. The candidate must have strong organizational, time management and communication skills. The candidate should have the ability to multitask and manage a fluid work environment.

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#### KEY DUTIES & RESPONSIBILITIES

##### Program Delivery

- In concert with the accredited partner college, develop course schedules and ensure effective coordination and implementation of all program timetables, and revise as necessary.
- Arrange training for faculty members in collaboration with the IT Administrator & Support Officers for the use of e-learning platforms at Oshki-Wenjack or with other partners.
- In concert with the accredited partner college, coordinate and participate in regular Program Advisory Committee meetings to provide updates and consult with members to

ensure program objectives and delivery methods are responding to the learning requirements of students.

- Convene faculty meetings to provide updates and ensure program objectives and delivery methods are responding to the learning requirements of students.
- Identify and arrange for professional development opportunities for self and faculty.
- Provide back-up assistance for the coordination, implementation, recruitment, and admissions for all program offerings at Oshki-Wenjack when required.
- Develop and deliver course or workshops that enhance program effectiveness and student learning.
- Coordinate placements, facilitate problem solving and liaise between placement and students regarding supervisory needs.
- Follow all required policies, procedures, and other regulatory requirements related to the administration of this academic program as directed by the accredited college partner and other accrediting bodies as applicable.

### **Student Recruitment**

- Travel to Nishnawbe Aski Nation communities for purposes of program promotion, student recruitment, and consultation with local Education Directors or authorities, as needed.
- Promote Oshki-Wenjack's education and training programs in Nishnawbe Aski Nation communities and to other learners to achieve the student enrolment targets for each program offering and assist in preparation of admission documents.

### **Program Development**

- In concert with the accredited partner college, where applicable, participate in curriculum development including: (a) the review and revision of course outlines; (b) updating casebooks and textbooks; (c) creating independent study packages (d) conduct workshops and (e) provide instruction when required.
- Identify new program opportunities as they arise that could address capacity and learning requirements in Nishnawbe Aski Nation and other learners.

### **Relationship Building**

- Develop and foster strong positive relationships with college and university partners, program stakeholders and other partners through liaison, visits, participation on working committees and related events for successful program development and delivery.
- Develop and maintain relationships with staff in the communities and organizations in Nishnawbe Aski Nation through liaison, visits, participation on working committees and related events for successful program development and delivery.

### **Program Administration**

- In accordance with the accredited partner college, participate in the recruitment of faculty and clinical placement coordinators when required.
  - Maintain up to date student and program files.
  - Prepare timely, complete reports and other documentation for accountability to Governing Council, program funders and partnering institutions.
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- Perform other duties as may be assigned from time to time that support the successful operation of the Institute.

### **Other Duties & Responsibilities**

- Instruct classes on an as needed basis.
- Take personal responsibility to increase sensitivity, awareness, and implementation of Oshki-Wenjack's cultural teachings and organizational practices in both professional conduct and work-related deliverables.
- Access and utilize Elders and Knowledge Holders for teachings and guidance as it relates to work deliverables.
- Work from a trauma-informed perspective, utilizing the teachings of the medicine wheel and Seven Grandfather teachings.
- Be prepared to work in conjunction with the philosophy and mandate of the Institute.
- Adhere to the Policies and Procedures as set by the Institute.
- Representation on committees as required for the enhancement and benefits of Oshki-Wenjack's overall operations and programs.
- Always maintain professionalism.
- Adhere to the Code of Ethics and positive relationship building.
- Regular work attendance.
- Any other duties as requested by the Academic Manager, commensurate with role.

### **Experience Based Skills**

- organization
- communication
- relationships
- cultural humility
- community engagement
- coordination skills
- problem-solving
- accurate documentation
- professionalism
- Capable of providing motivational support
- Promote cooperation with work partners and students
- Proven track record in empowering others
- Ability to exercise initiative and good judgment in handling sensitive information.
- Excellent oral and written communication skills
- Excellent sense of responsibility and ability to work autonomously with minimal supervision.
- Proficient in managing multiple tasks, priorities, and meeting deadlines.
- Excellent interpersonal skills for the development of strong working relationships
- Detailed attention for a high level of accuracy
- This position description operates in conjunction with and forms part of the annual review/evaluation and career development process. An initial review will take place during the probationary period following commencement of employment and annually thereafter with the Academic Manager

## QUALIFICATIONS

### Education

- Bachelor's degree in education, social sciences, Indigenous Studies, Business Administration, or a related field
- College Diploma in Administration
- Proven progressive experience in administrative duties will also be considered

## ADDITIONAL INFORMATION

The Program Coordinator is based at the Centennial Square campus; however, will be required to travel extensively to our NAN communities.

### Health & Safety

All employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all potential hazards; and all incidents and injuries; as well as co-operating with any measures introduced in the workplace to improve health and safety.

### Schedule:

- 8-hour shift
- Day shift
- Monday to Friday
- In-person

### Employment is subject to:

- Proof of Education requirements
- Satisfactory criminal record check
- Must be willing to work a flexible 40-hour work week.
- Oshki-Wenjack is committed on implementing measures to protect its community members, staff, and other stakeholders from COVID-19. As a result, Oshki-Wenjack has implemented a mandatory vaccination policy. Exemptions will be made for those with a valid medical exemption; proof of the exemption will be required.

*We are committed and dedicated in building a workforce that reflects the demographics that we serve. In alignment with our Mission and Mandate and in accordance with Ontario Human Rights code and the Canadian Charter of Rights and Freedoms, preference will be given to candidates of Indigenous ancestry. Candidates are encouraged to self identify as being of Indigenous ancestry (First Nation, Metis, or Inuit).*

The above statements are the general functions of the position and should not be interpreted as a detailed description of all the work requirements that may pertain to the job. This position description will be reviewed on an annual basis and may be subject to change.

We thank all those who apply, however only those selected for an interview will be contacted.