

KIIKENOMAGA KIKENJIGEWEN EMPLOYMENT & TRAINING SERVICES



JOB DESCRIPTION

ADULT LEARNING LITERACY & ESSENTIAL SKILLS Program Coordinator

February 2015

The ALLES PROGRAM Coordinator (the “Coordinator”) is responsible for planning, coordinating, and managing all activities relating to the ALLES PROGRAM.

Scope

The Coordinator will execute upon the program in accordance with the project plan/objectives for the program. The Coordinator will also continuously evaluate the project work plan in order to improve and effectively deliver the program as time progresses.

The Coordinator will ensure that all operations are conducted in a respectful and responsible way, ensuring that all decisions and actions meet the relevant legislation, policies, and procedures.

Reporting to

KKETS Executive Director

Education

University or College degree (Business, Human Services, Education)

Professional Designation

None required

Previous Experience

- 3-5 years of progressive project management and coordination experience
- Experience working with adult education, employment and training sectors

Knowledge, Skills, and Abilities

- Knowledge of leadership and management principles
- Knowledge of human resources management
- Knowledge of financial management
- Knowledge of project management
- Knowledge of relevant legislation and programming
- Knowledge of KKETS policies and procedures
- Understanding of Matawa First Nations Management and Kiikenomaga Kikenjigewen Employment & Training Services
- Understanding of the Matawa region and the member First Nation communities
- Ability to effectively present to or facilitate small or large groups
- Skill in effective mediating and negotiating

Proficiency in Computer Use

- Word processing
- Spreadsheets
- Databases
- Email
- Internet

Personal Characteristics

- **Ethics:** Understand ethical behaviour and business practices and ensure own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization
- **Confidentiality:** Maintain strict confidentiality both inside and outside of the workplace
- **Relationships:** Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization
- **Communication:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques
- **Client focus:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters
- **Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness
- **Decision making:** Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization
- **Leading:** Positively influence others to achieve results that are in the best interests of the organization
- **Organization:** Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities
- **Planning:** Determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the process and results
- **Problem solving:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem, often using creativity and innovative thinking
- **Energy:** Bring energy and enthusiasm to the workplace
- **Flexibility:** Adapt to changing scenarios and stimuli
- **Quality:** Focus on details and ensure all work is of a high standard of quality
- **Results:** Focus on achieving desired outcomes of all tasks undertaken
- **Accountability:** Be reliable, dependable, and accountable for personal actions
- **Coaching:** Coach and mentor others to help them develop both professionally and personally
- **Professional development:** Be driven to continuously improve professional knowledge and skills

Working Conditions

- The employee will have to travel locally and throughout the region to various communities, during various weather conditions
- The employee may have to lift, carry, and manage various equipment and supplies
- The employee may have to spend long hours sitting to use computer or office equipment, or to attend meetings
- The employee may be required to work in an environment that is busy and noisy, with frequent interruptions and distractions

- The employee may be required to manage multiple tasks and projects at one time
- The employee may be required to work odd or long hours under stressful conditions at certain times to complete special requests or projects

Primary Duties and Responsibilities

PLANNING

- Consistently update the program work plan which incorporates goals and objectives that work towards the strategic direction of the program
- Recruitment, outreach and selection of participants and local community project coordinators and learning facilitators
- Orientation and participant recognition events
- Arrangement of Elder and monitoring/site visits
- Preparation and purchase of equipment/supplies starter kits for the participants

COORDINATION

- Ensure that the operation of the program meets the expectations of its clients, Board and Funders
- Oversee the coordination activities of the ALLES PROGRAM
- Communicate with stakeholders to keep them informed of the work of the program
- Establish good working relationships and collaborative arrangements with community groups, employers, funders, politicians, and other organizations to help achieve the goals of the program

PROGRAM MANAGEMENT

- Oversee the efficient and effective day-to-day operation of the program
- Ensure that the operation of the program is consistent with the organization's mission, reflects the priorities of the Board, and is in compliance with funding agreements
- Monitor the day-to-day delivery of the program to maintain or improve quality
- Develop, maintain, and expand strategic alliances and partnerships with private and public sectors entities in order to increase opportunities for participants
- Analyze, negotiate, and facilitate new initiatives that support the program's mission and goals

ADMINISTRATION

- Preparation of contracts
- Research other ALLES Programs
- Prepare and monitor the budget for the program
- Administer the funds of the program according to the approved budget and monitor the monthly cash flow of the program
- Prepare and submit program reporting requirements

OTHER

Perform other duties as required

Extensive travel may be required

Certification

The above statements are intended to describe the general nature and level of work being performed by the incumbent for this position. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

EMPLOYEE

I certify that I have read and understand the responsibilities assigned to this position.

Printed Name: _____

Signature: _____

Date: _____

KKETS MANAGEMENT

I certify that this written job description accurately describes the responsibilities assigned to this position.

Printed Name: _____

Title: _____

Signature: _____

Date: _____