

# MATAWA FIRST NATIONS MANAGEMENT



**Matawa**  
EDUCATION & CARE CENTRE

## Job Description

### Indigenous Language Revitalization Project: Matawa Waka Tere Administrator

## **PURPOSE OF THE POSITION**

Under the direction and supervision of the Education Manager and PASS Administrator the Matawa Waka Tere (MWT) Administrator is responsible for implementing the administrative work developed for the language revitalization project within the Matawa First Nations communities. In addition, the MWT Administrator must liaise with various groups within the communities and travel to Matawa First Nation communities to promote the ongoing success and delivery of the Indigenous Language Revitalization Project (known as Matawa Waka Tere).

## **SCOPE**

As a highly skilled and motivated professional who possesses specialized knowledge, skills and expertise in program administration, the administrator will utilize their experience to maintain the advancement of program developments and delivery to students using Matawa Waka Tere philosophy and methodology. The position will also develop and maintain the upkeep of the program's Quality Management Systems. The MWT Administrator is responsible for assisting in the accurate and timely preparation and submission of all reporting required by the Education Manager, Matawa First Nations Management and Indigenous Services Canada (ISC) related to the Language Revitalization Project.

The MWT Administrator must work effectively in a team setting, which may include other members of the Matawa Education Department, the Matawa First Nations Education Authority Board of Directors, community members and Matawa First Nations political leadership. In addition, the MWT Administrator has a supporting role in developing and maintaining relationships with external organizations, agencies and business in creating and sustaining supports and programming for the Indigenous Language Revitalization Project.

## **RESPONSIBILITIES**

### **1. Program Development and Delivery**

#### **Main Activities**

- Maintain the project's course development and delivery according to accreditation outcomes
- Identify areas for continuing program development
- Maintain the upkeep of the Quality Management System
- Assist in administrative training schedules
- Participate in the recruitment of Instructors and the promotion of the language program
- Provide ongoing support and encouragement to students and staff
- Assist in language curriculum development, administration outputs and delivery methodology

### **2. Administration**

#### **Main Activities**

- Provide program reporting as required
- Liaise and work with Matawa Education Authorities to identify needs of project
- Liaise with ISC as required to ensure on-going compliance
- Liaise and work with Matawa Education Authorities to recruit and support staff and students

### **3. Other Duties**

#### **Main Activities**

- Assist the Education Manager and/or PASS Administrator with the development of student or staff recruitment and related materials
- Assist with the development of department resources and content for the Education Department website
- Assist with the development and design of promotional materials
- Other duties as they are assigned by the Education Manager and PASS Administrator

### **4. Perform other related duties as required**

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge**

A minimum 3 years Administration experience in an adult learning environment and experience in adult learning techniques (ie: being involved in the language pilot)

## **Skills**

The incumbent must possess or demonstrate the following skills:

- Experience in adult administration, student instruction and or training techniques
- Good written and verbal communication skills in English and/or in at least one Indigenous language
- Effective time management skills
- Computer literacy skills (particularly office software like Excel, Word and PowerPoint)
- Experience in program development and resource development
- Experience in project developments

## **Personal Attributes/Requirements**

The incumbent must maintain strict confidentiality in performing the duties of MWT Administrator. The incumbent must also demonstrate the following personal attributes:

- Must be able to perform work duties with minimal supervision
- Must be willing to travel as required
- Must provide a current Vulnerable Sector Criminal Record Check and tuberculosis skin test

## **WORKING CONDITIONS**

### **Physical Demands**

The MWT Administrator may have to travel throughout the community in all weather. They may have to lift, carry and manage equipment and supplies. They may have to work odd or long hours at a time to complete special requests or projects. The MWT Administrator may have to spend long hours sitting and using office equipment, computers and attending meetings.

### **Environmental Conditions**

The Matawa Education and Care Centre building may be a busy facility. The MWT Administrator may have to manage a number of projects at one time, and may be interrupted frequently. The MWT Administrator may find the environment to be busy, and/or noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

### **Sensory Demands**

Sensory demands can include reading and use of the computer, which may cause eyestrain and occasional headaches.

**Mental Demands**

The MWT Administrator will have to manage a number of requests and projects at one time. They must be aware of Tribal Council business in the communities and any and all relevant legislation, policies and procedures. They may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time.

**CERTIFICATION**

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| <hr/> <p>Employee Signature</p> <hr/> <p>Printed Name _____ Date _____</p> <p>I certify that I have read and understand the responsibilities assigned to this position.</p>                        | <hr/> <p>Supervisor's Title</p> <hr/> <p>Supervisor's Signature _____ Date _____</p> <p>I certify that this job description is an accurate description of the responsibilities assigned to the position.</p> |
| <hr/> <p>Chief Executive Officer's Signature _____ Date _____</p> <p>I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.</p> |  |

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