



GINOOGAMING FIRST NATION

P.O. Box 89
Longlac, Ont. P0T 2A0
Tel: (807) 876-2242
Fax: (807) 876-2495

Community Education Navigator Job Posting

Job Summary:

Ginoogaming First Nation is currently seeking a person who is passionate to engage Ginoogaming parents and students in education related activities, information sharing. The Community Education Navigator will also be a strong support to the Ginoogaming Education Department and will work collaboratively with surrounding school boards for the benefit of the Ginoogaming First Nation student.

Requirements

- Parent & Community Engagements
- Strong communication skills
- Knowledge of First Nation cultures and lifestyles
- Previous meeting support skills an asset
- Required to be a support for the Ginoogaming First Nation Education Department
- Knowledge of office administration and procedures

Education/Experience:

- Minimum College diploma, ongoing or complete, in any of the following areas: Community Services (Child & Youth Worker; Recreation & Leisure; Social Service Worker; Education); or equivalent community work experience
- Previous experience working on or for a First Nation an asset

Requirements:

- Criminal Record check
- A valid Ontario Driver's License
- Must be sensitive to the needs of the students, parents and educational institutes.

Please submit your resume to:

Debbie Charles, HR Manager
debbie.charles@ginoogamingfn.ca
FAX: 807-876-2495
PO Box 89, Longlac, ON P0T 2A0

Closing Date: Until Filled

Wage: To commensurate with experience

Only qualified candidates will be contacted for an interview

Complete Covid Vaccination required

Job Description

Ginoogaming First Nation	
Position Title: Community Education Navigator	
Department: Education Department	Supervisor: Band Manager
<p>Position Overview:</p> <p>Reporting to the Band Manager the Community Education Navigator provides support in facilitating the engagement of community in education related activities and sharing of information regarding education in the community working with the local school boards to benefit all students.</p> <p>General duties include:</p> <p><i>Strategic and Operational Planning</i></p> <p>The Community Education Navigator supports the Ginoogaming First Nation education system in conjunction with agreements set out within the local schools servicing the Nation in facilitating engagement activities and sharing of information related to education. Must be able to collaborate effectively with contacts of various educational institutions for the benefit of the Ginoogaming First Nation student.</p> <p>The Community Education Navigator provides an on the ground presence for engaging parents and community members. The Community Education Navigator liaises with the local school's principal(s) to facilitate activities that engage parents and community members in the education system, including parental involvement groups. This position will work towards formalizing parental and community engagement policies and processes that allow parental participation for the purpose of guiding decisions made at the school level, and that keep the community informed of decisions and changes to education programs and policies.</p> <p><i>Program and Service Delivery Management</i></p> <p><u>Parent & Community Engagement</u></p> <ul style="list-style-type: none">• Facilitate activities and meetings related to engagement of parents and community members in education matters;• Facilitate activities and meetings related to the formalization of parental and community involvement groups;• Facilitate activities and meetings related to applicable education agreements; and• Prepare, and/or assist in preparing, reports as directed.	

Communications

- Communicate on a regular basis with the community's Education Department/Band Manager and school principals' regarding parent and community engagement with the school;
- Organize and maintain paper and electronic filing systems;
- Assist in the development and implementation of a communication plan to support the engagement of the community regarding education agreements as required;
- Assist with development and distribution of Matawa Education information and promotional materials; and
- Prepare correspondence and memoranda, and assist in the preparation and distribution of reports as required.

Meeting Support

- Assist with the development of agendas and coordination of meetings related to parental and community engagement;
- Assist with the development of agendas and coordination of meetings related to the development and possible future implementation of agreements;
- Prepare meeting correspondence and meeting packages as directed; and
- Record, transcribe and/or prepare and copy minutes of meetings as directed.

Working Relationships

- Education Department Staff
- Ginoogaming First Nation Students
- Community Membership
- Band Manager
- Principals' of surrounding District School Boards
- All other relevant educational workers
- Mental Health
- Band Rep Manager and Staff

Performs other duties and responsibilities as necessary in the performance of the position and as assigned by Chief and Council.

Knowledge, Skills and Abilities:

- Ability to create a File management system, both paper and electronic;
- Ability to use of social media and online platforms for business communication and collaboration;
- Coordination or facilitation of meetings and focus groups;
- Presentation skills, including oral presentations and use of media
- Effective communication skills, both written and oral;
- Excellent organizational/time management skills;
- Excellent computer skills including Microsoft Word, Excel and Outlook.
- Note taking skills;

- Excellent interpersonal skills;
- Conflict resolution skills;
- Ability to work with minimal supervision;
- Ability to travel as needed;
- Ability to speak and write in the community's Indigenous language is considered a strong asset;

Experience and Education Requirements:

- Minimum College diploma, ongoing or complete, in any of the following areas: Community Services (Child & Youth Worker; Recreation & Leisure; Social Service Worker; Education); or equivalent community work experience
- Previous experience in the education or social service field on or for a First Nation an asset
- Ability to work well with people from a variety of different backgrounds (students, the general public, school staff, education staff and management).

Environmental Conditions:

- Physical Effort: Lift, carry and manage equipment and supplies.
- Physical Environment: Office setting.
- Sensory and Mental Attention: Computer use, busy and sometimes noisy. May have to manage a number of requests and tasks at a time.

Other Requirements:

- Professional appearance.
- Follow all GFN Policies and Procedures and display a commitment to the values and culture of the GFN.
- Ability to successfully and periodically undergo an appropriate criminal records review and police record check is required.
- A valid driver's license would be considered an asset.

Performs other duties and responsibilities as necessary in the performance of the position and as assigned by the department manager, Band Manager or Chief and Council.