

MÉTIS NATION OF ONTARIO JOB POSTING

EDUCATION OFFICER K-12

Internal/External job posting
Indeterminate, full-time position

Closes: September 23, 2019, 4:30 p.m.

Location: London OR Toronto

Posting #: 092319-EOK12-VAR

Applications must be submitted on-line at <http://www.metisnation.org/job-board/careers/>

The Métis Nation of Ontario (MNO) is seeking an enthusiastic and qualified team player as the Education Officer, located in an MNO office in London OR Toronto, Ontario. The main objective of the Education Officer is to run and coordinate various education activities with a primary focus on K-12 Education.

The position is indeterminate, full time, with salary to be determined based on experience and qualifications. The successful candidate will be enrolled in the Group Benefits and Registered Pension Plans after successfully completing 3 months of employment. The Education Officer reports to the Manager of Education, Way of Life and Special Projects.

In carrying out the following duties, it is expected that the *Education Officer-Bilingual* will:

- Fully understand the significance and fundamental importance of MNO's Statement of Prime Purpose (SPP) to all MNO's work, and to the requirements of the position specifically
- Adhere to MNO Policies and Procedures and MNO's Financial Policies and Procedures at all times
- Uphold MNO's Standards of Professional Conduct at all times
- Adhere to Privacy Laws and respect confidential information at all times
- The employee must be cognizant of the Ontario Employment Standards Act, Occupational Health and Safety Act, Workers' Safety and Insurance Board, Ontario Human Rights Code, Canadian Human Rights Act, and other legislative requirements
- Work in collaboration within the branch and with other MNO branches
- Attend the MNO Annual General Assembly

Duties

The incumbent is responsible for the following duties, as well as other duties as may be assigned by the Manager of Education, Way of Life and Special Projects:

1. effectively oversee the day-to-day assigned Education and Training project activities
2. complete assigned project tasks, monitor project progress and ensure deadlines are met
3. gather project statistics as directed, establish and maintain spreadsheets
4. outreach and build relationships with education stakeholders as required
5. deliver presentations at conferences, workshops and in communities when directed
10. plan and coordinate meetings and education events
11. effective outreach to, and engagement of, Métis learners

Métis Nation of Ontario
Human Resources

12. assist with research and preparation of position papers and communications
13. review education issues to keep branch management apprized
14. review education initiatives and respond as needed to information requirements
15. promote Métis culture and education
16. prepare briefing notes, communications, presentations, and products to support managers
17. process volunteer expense claims, professional fees, and stipends
18. recruit, train and oversee volunteers as required
19. maintain an effective, confidential and accountable filing system

Mandatory Qualifications

- College or University certification and or 2-3 years policy and project management experience will be considered. Bachelor of Education degree is considered an asset
- At least two (2) years of education or related experience

Requirements:

- Bilingualism in English and French is an asset
- Speaking or experience with the Michif Language would be an asset
- Dependability and strong work ethic
- Willingness to learn and ability to take direction
- Commitment to organizational learning, training and education
- Effective interpersonal and liaison skills to work collaboratively
- Well-developed administrative and organizational skills
- Ability to present to management, public stakeholders and partners, via written reports or verbal presentations
- Innovative, creative and detail oriented
- Demonstrated research, analytical skills and critical thinking
- Excellent communications skills.
- Knowledge of the history, culture, structure and issues of the Métis Nation of Ontario is an asset
- Experience working with Aboriginal communities is an asset
- Knowledge of the K-12 education and /or post-secondary education systems in Ontario, policy issues, Métis education issues, etc.
- Experience with standard office operations and equipment (including excellent computer skills in particular research using the Internet and various software programs, such as PowerPoint and Excel.)
- Financial knowledge (budgeting, forecasting, monitoring, and reporting)
- Must be able to work with minimal supervision and as part of a team
- Experience working in a non-profit environment
- Proven project coordination skills; experience with project funding cycles
- Existing relationships with government and education sector
- Knowledge of current Aboriginal governance, trends, funding programs, legislation, and issues
- Results-oriented, with the ability to multi-task, prioritize, problem solve, and work to deadlines
- Completion and maintenance of a Police Security Check if the successful candidate
- Valid driver's license and availability to travel

The Métis Nation of Ontario welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all applicants for their interest but advise that only those selected for an interview will be contacted.

Preference may be given to qualified Métis candidates (please identify).