



OCHAPOWACE

P.O. Box 550, Whitewood Saskatchewan, S0G 5C0
Phone: (306) 696 2425, Fax: (306) 696 2426

JOB OPPORTUNITY

POST SECONDARY CO-ORDINATOR

Ochapowace Nation, located in southeastern Saskatchewan, is a progressive nation, focusing on youth development, excellent sports programming, quality education system, community safety and well-being-being, organizational success and professionalism, economic and business success, and proficient governance system. We are seeking an energetic and passionate individual to join our team as the Education Manager.

Job Summary:

The Education Manager consults with, and reports to the Director of Education and Director of Operations. This position is responsible for administering the delivery of Post-Secondary services including all financial related duties, participating education related events, reporting and performing various administration functions. This position works closely with INAC and various education institutions including post-secondary students. The Post Secondary Co-ordinator also coordinates Career Fairs, Summer Students and Youth Internship programs.

Education and experience:

Preference will be given to candidates with a post-secondary degree in related field or Diploma/Certificate from an accredited education institution, preferably in Administration, Counselling or Business.

Knowledge, skills and abilities:

Must be friendly, dependable and possess a professional demeanor, ability to interpret and implement the organizations policies and procedures, Excellent multi-tasking and decision making skills, Liaise with the community, education institutions, INAC and other organizations, establish and oversee the operation of high quality programming for the children in Daycare and Headstart, maintain student files, prepare and submit proposals for funding and services, develop and manage budgets, and reports in collaboration with instrumental bodies, monitor and support students education progress, provide post-secondary support services to the Ochapowace Nation students, must have a valid driver's license and reliable transportation. Abide by Ochapowace Nation Employee Policy Manual.

A Criminal Record Check (Vulnerable Sector) is required with application; Prohibited drug test is required, if successful candidate.

Application Deadline: July 24, 2020

Please send your resume and cover letter, with three (3) references to:

Human Resource Manager, Ochapowace Nation

debbie.pelletier@ochapowace.ca

Phone: (306) 696-3015

Fax: (306) 696-2426

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Only those selected for interviews will be contacted.