



EMPLOYMENT OPPORTUNITY

EDUCATION OFFICER

Want to work in an energetic environment, do you have an interest in community education and training? The Micmac Nation of Gespeg is looking for an Education Officer who will work with its members from the Gespeg Nation administrative office to increase and develop their intellectual skills, through education or training programs. You love to work with people, you have good interpersonal skills and you are a dynamic individual, this job is for you.

PURPOSE

The Education Officer is responsible for managing the educational programs for the members of the Gespeg Mi'kmaq Nation and the labor training file. You will be responsible for providing information on the Education Program and Policy as well as on the training of the workforce. You will act as a resource person to the members; will oversee the administration of the education program and workforce training initiatives; and will provide financial management for the Education Program and community-based training funds for the training of the workforce.

TASKS AND RESPONSIBILITIES

Amongst others, the incumbent will be responsible to:

- Meet with students from the Gespeg Micmac Nation and provide them with information on the Education and training programs.
- Assist clients in the completion of forms as required.
- Respond to members' requests for information on education and / or workforce training programs.
- Develop individual action plans for members involved in education/training programs.
- Keep student records up to date.
- Communicate with educational institutions, as needed.
- Check students' attendance and motivation level, as needed.
- Act as a point of contact for the education and training of the workforce.
- Keep programs up to date.
- Participate in meetings related to the field.
- Keep an updated client list.
- Prepare activity reports for the Council and the government.
- Recommend to the Band Council periodic updates in regards to the related Policy, as required.
- Issue student checks, monthly, and refund and/or pay tuition fees.
- Regularly check if students respect and follow the terms of the agreement.
- Prepare and present to management, for approval, the budget for its sector of activities.
- Manage the budget and submit financial reports to the Band Council.
- Accomplish any other related tasks.

REQUIREMENTS

- Bachelor degree in a related field of study or Post-Secondary Diploma in Management or High School Diploma with relative experience (3-5 years)
- 1-2 years of recent experience in the field of program management
- Basic computer skills Microsoft Office (Word, Excel, Outlook, PowerPoint)
- Correspondence writing techniques, be able to prepare training plans, budget forecasts and miscellaneous reports
- Basic principles related to pedagogy and andragogy
- Bilingualism (French and English) spoken;

SKILLS AND ATTITUDES SOUGHT

- Interpersonal skills and dynamism
- Autonomy
- Ability to plan tasks and meet deadlines
- Ability to work in a team
- Sense of culture and tradition
- Great organizational skills
- Flexibility
- Initiative
- Discretion and respect for confidentiality

WORKING CONDITIONS

- Under the supervision of the Director General of Gespeg
- Full time employment (35 hours / week)
- Place of employment: Administrative Office of the MicMac Nation of Gespeg
- Remuneration: according to the salary scale in effect
- Be able to travel outside the region for meetings related to the field
- Be able to conduct a vulnerability check

Please send your application (Resume) to the attention of:

EDUCATION OFFICER MICMAC NATION OF GESPEG

To the attention of: Micheline Roy, by email: michegabe@gmail.com, by mail at : 30243, route 134, McLeods (New Brunswick) E3N 5T9, or directly at the reception of the administrative office of the Nation

Your application must be received by Friday, September 20, 2019, 5:00 pm.

With equal skills, this offer prioritizes members of the Micmac Nation of Gespeg. Only the shortlisted candidates will be contacted