



**Career Opportunity**  
**Post-secondary Education Navigator (1-year Term)**  
Sipekne'katik First Nation  
**Extended Closing Date: January 29, 2021**

**General Description:**

Under the direction of the Director of Education, this position is responsible for the Post-secondary Navigator acts as an advocate for Sipekne'katik PSE students enrolled in College/University to ensure students have the information and supports necessary to succeed in the PSE education system. The goal is to improve student success through their complete program and navigate virtual on-line learning

The PSE Navigator is responsible for supporting Sipekne'katik Band Post-secondary students to ensure the structures and resources are in place to monitor and support student success. This is a one-year term position, supervised by the Director of Education and housed at the Education Department. Continuation of the position will depend on funding availability and success of the program.

**Responsibilities:**

- Acts as a liaison between students and PSE colleges/universities
- Connects students with band resources to support student's success (i.e. wellness, tutoring, housing, cultural, etc.)
- Maintains ongoing communication with students and the Education Department regarding student files
- Organize and facilitate meetings for students and professors, post-secondary institutions, administration and the Education Department
- Assist students with funding applications
- Assist students with organizing and contacting the Aboriginal Liaison worker at their College/University
- Assist students in applying for bursaries, scholarships
- Monthly briefing to the Director of Education
- MK SIS Outcomes Data information system, to be sure all student's current information is up to date
- Develop and maintain accurate, up-to-date and confidential case notes and filing
- Performs other related duties as determined by supervisor

**Qualifications:**

- Post-secondary Degree or Diploma in Education, Human Service Worker, Aboriginal Support Worker, Education Assistant
- Valid NS Drivers licence and reliable vehicle
- 2 years experience working in an Educational environment
- A satisfactory Criminal record check is required
- Police Check
- Experience in student support, employment or education-related field
- Experience working with First Nation students and communities
- Experience working with confidential information



### Competencies

- Knowledge of post-secondary systems
- Exceptional interpersonal skills
- Knowledge of community services
- Event planning and presentation skills
- Strong verbal and written communication
- Ability to listen and demonstrate empathy
- Possess cultural awareness and sensitivity
- Ability to work independently and to take initiative
- Intermediate level ability with Microsoft Suite

Please apply with a resume, cover letter, criminal records check and three work references to:

Human Resource Manager

Email [employmentapplication@sipeknekatik.ca](mailto:employmentapplication@sipeknekatik.ca)

Or

Mail/drop off: 522 Church Street, Indian Brook, NS B0N 1W0

**DEADLINE: Jan 29, 2021**

*We are an equal opportunity employer; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits. **Only those applicants who qualify for an interview will be contacted.***