



## EMPLOYMENT OPPORTUNITY

### EDUCATION AND EMPLOYMENT COORDINATOR

<b>POSITION TITLE</b>	Education and Employment Coordinator
<b>DEPARTMENT</b>	Administration
<b>SALARY</b>	\$ 40,000 - \$ 50,000
<b>TERM</b>	Permanent/Full-Time
<b>LOCATION</b>	Wasoqopa'q First Nation Medway Office Box 1, Comp 2 Greenfield, NS B0T 1E0
<b>ESTIMATED START DATE</b>	June 2024

Wasoqopa'q First Nation (formerly Acadia First Nation) is governed as a custom band under the provisions of the Indian Act with established bylaws, policies and procedures. The First Nation's electoral system constitutes an election once every five (5) years with positions for one Chief and eight (8) councillors. Chief and Council elect, are the governing body responsible for making decisions for the overall health and well-being of communities, Elders, youth and families.

Wasoqopa'q First Nation is unique in its geographical composition, spread throughout the Southwestern regions of Nova Scotia spanning five counties from Yarmouth to Halifax, encompassing six (6) reserves - Yarmouth, Ponhook, Medway, Wildcat, Gold River, and Hammonds Plains, in both rural and urban settings. To support administration and business operations, Wasoqopa'q First Nation, with supporting staff, provides programs and services within two (2) Health Centres, a Youth Centre, two (2) Community Centres, six (6) administration offices, and six (6) business establishments, including economic development, education, employment, fishing, forestry, health, housing & maintenance, human resources, and social.

#### **POSITION OVERVIEW AND OBJECTIVE**

WFN is currently recruiting for an Education and Employment Coordinator, reporting to the Education Director and Indigenous Employment Officer, responsible to provide support and encouragement for students and or clients, in achieving educational and employment goals, including individual assessments and building actions plans, liaising and navigating access and enrollment processes for programs, services and resources to pursue or continue in higher education, and or furthering the development of skills, training and experience for career advancement and or increased employment opportunities.

#### **ESSENTIAL FUNCTIONS AND DUTIES**

- Perform individual assessments to understand education and or employment program readiness
- Provide education and or employment advising and planning to identify needs/barriers and support the development of short- and long-term action plans that focus on reaching educational aspirations and or career goals
- Assist students and or clients (one on one, and or in a workshop setting) with conducting labour market information research regarding a specific career that supports WFN program readiness for higher education or career development
- Provide guidance to students and or clients that supports access to programs, services and resources increasing success and quality of learning
- Establish an education and employment workplan with objectives, actions, deliverables and timelines that focuses on the student and or client's success outcomes



- Provide a monthly report that outlines the activities of the workplan, such as number of students and or clients contacted, outstanding issues and any additional services that are required
- Establish a database of bursaries, scholarships and other funding sources for student and or client support in continuing education or advancing a career
- Encourage and support students and or clients in navigating and submitting applications for bursaries, scholarships and access to other funding sources
- Conduct exit interviews with post-secondary students that have decided to withdraw from their program of studies
- Assist with the development of proposals to access other funding sources to support education and or employment goals
- Maintain active post-secondary files on students
- Develop case files for students – high school and adult learners
- Understand and learn to develop and submit monthly budgets and financial reporting requirements for METS and Education, as needed
- Become familiar and be able to input clients in the PAL accountability system ensuring data is inputted on a timely basis, as needed
- Collaborate and network with other First Nation organizations, community partners, Liaison Officers within educational institutions, Centres for Education, service providers and government to build access to a resources base for students and their families, and or clients
- Organize information sessions and or workshops that provide access to post secondary information, different types of careers, and or assist in advancing the knowledge and skills of students and or clients (i.e. resume writing, entrepreneurship, trades, career fair)
- Attend and actively participate in events, celebrations and ceremonies that promote education and life long learning, and career development and success (i.e. student awards celebrations, job fairs, WFN events and activities)
- Capture, with photos, slideshows and videos, programs, workshops, activities, events, celebrations and ceremonies for WFN students and or clients
- Collaborate with the Information Technology Officer to support the development of presentations that celebrates education and employment successes
- Actively participate in METS professional development training and IEO Assistant meetings, Mi'kmaw Kina'matnewey monthly meetings and others as required
- Maintain a high degree of student and or client confidentiality and professionalism
- Adhere to all Mi'kmaq Employment and Training Secretariat (METS) policies and procedures, WFN Education Program and Policies and WFN Policies and Procedures
- Other duties, training and activities related to the position, as required

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#### **QUALIFICATIONS**

- Post Secondary Diploma in counselling, career development and or relevant experience, preferably in a Mi'kmaq or other First Nations setting
- Demonstrated experience working with students and or clients, including an understanding of schools and or career success strategies and intervention models to support student and or client success
- Knowledge and experience working in a Mi'kmaw community and or other First Nation, including awareness of cultural protocol is considered an asset
- Knowledge of educational and or employment providers, including services available to students and or clients are considered assets
- Demonstrated experience in office administration, Microsoft Office programs (i.e. excel, word, powerpoint, videos and slideshows), are considered assets
- First Aid & CPR Certification is considered an asset



- WHMIS Certification is considered an asset
- Valid driver's license and reliable transportation
- Criminal record check/Vulnerable Sector Check/Child Abuse Registry Check is required upon hiring

#### **REQUIRED ABILITIES, SKILLS AND COMPETENCIES**

- Ability to establish and maintain effective working relationships with internal and external contacts
- Excellent interpersonal, analytical and critical thinking skills, working with students and or clients
- Ability to perform duties and work efficiently with minimal supervision
- Ability to be compassionate with students and or clients, providing support during stressful situations
- Effective time management and organization abilities to meet deadlines
- Excellent decision making and problem-solving skills with limited resources
- Ability to solve unique situations and problems while keeping positive attitude
- Excellent interpersonal skills, including both oral and written communications skills, public speaking, and presentation
- Ability to maintain high degree of confidentiality, integrity and professionalism at all times
- Demonstrated computer skills (i.e. word, excel, powerpoint, videos and slideshows)
- Commitment to fostering, cultivating and preserving a culture of diversity, equity and inclusion

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#### **WORKING CONDITIONS**

- Hours of work are expected to occur during regular WFN office hours, Monday to Thursday, 8:00 am to 5:00 pm, some evenings and or weekends may be required to support events, activities and ceremonies
- Travel may be required to attend meetings, sessions and or workshops to support the administration of the education and employment programs and this may require driving for significant periods of time
- Travel and meetings may fall outside of regular working hours
- A valid driver's license and access to reliable transportation is required
- A great deal of time is spent working indoors in a well-maintained office environment with modern and up-to-date equipment
- Long periods of sitting and working with office equipment and computer can occur

#### **APPLICATION REQUIREMENTS**

Submit Cover Letter and Resume to [resumes@acadiaband.ca](mailto:resumes@acadiaband.ca) \*\*Please quote EEC# on your cover letter and indicate your salary expectations for this position.

WFN appreciates the interest of all applicants, only those selected for an interview will be contacted. WFN does not assume candidate expenses related to this recruitment process.

In accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission, this position has been designated for an Indigenous person.



**DEADLINE TO APPLY**

**Deadline to Apply: May 30, 2024**

*Wasoqopa'q First Nation is committed to fostering a safe workplace that provides an equitable, diverse and inclusive environment, where employees are treated professionally and with dignity and respect. We value the contributions that each person brings, and are committed to ensuring equal opportunity and participation as part of the WFN team.*

***We are a community. We make a difference.***