



Employment Opportunity: Education Programs Assistant

Location: Halifax, NS

Salary Range: \$48,000.00 per year

Employment Term: Contract term Until March 31, 2027 (possible renewal), Full-time (35 hours/week)

Reports To: Education Program Manager

General Description

The Mi'kmaw Native Friendship Centre (MNFC), located in the heart of Halifax's urban Indigenous community, is seeking **one (1) Education Programs Assistant (EPA)**.

The EPA will work collaboratively with the Education Program Manager to ensure that students participating in the MNFC's education programs are well-supported and successful in achieving their goals. This includes working with the **Wije'winen Indigenous Knowledge Initiative (WIKI)** program and the **Adult Learning Programs (ALP, CAEC, and Essential Life Skills)**.

The role emphasizes **collaboration, documentation of student needs, coordination of program activities, and resource allocation**. The EPA will support WIKI students throughout their educational journey and assist with their transition into future learning or employment opportunities.

Key Responsibilities

This position provides administrative, coordination, and learner support to the Wije'winen Indigenous Knowledge Initiative and Adult Education programs.

- Communicate with new students and ensure they are placed within the appropriate program based on interests, assessments, and goals
- Assist students with intake paperwork and administer required assessments
- Advocate on behalf of students and their accessibility needs

- Work collaboratively with MNFC staff and service providers to coordinate supports
 - Provide academic tutoring and ensure students have access to emotional and physical supports during their programs
 - Maintain accurate and up-to-date information in the MNFC database
 - Ensure students are fully informed of all MNFC and MSVU programs and activities
 - Coordinate with the Education Programs Manager for guest speakers and special activities
 - Attend professional development opportunities as requested
 - Assist the Education Program Manager with administrative tasks, scheduling, and program coordination
 - Support budget management and ensure expenditures align with program guidelines
 - Contribute to program reporting by collecting data, tracking outcomes, and preparing documentation for funders and partners
 - Adhere to all MNFC policies and practices
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Qualifications

- Strong ability to build and maintain relationships with students, professors, partners, and community members
- Ability to network and promote programs to support outreach and recruitment
- Knowledge of local universities, post-secondary application, and admissions processes
- Case management experience (3+ years) and administrative experience (3+ years)
- Leadership skills and the ability to utilize a database system effectively
- Excellent attention to detail, strong organizational skills, and the ability to multitask
- Ability to troubleshoot and help solve student challenges quickly, creatively, and ethically
- Proficient in Microsoft Office (Word, Excel, Outlook, Access, PowerPoint)
- Excellent written and oral communication skills
- Ability to work both independently and collaboratively; flexible and adaptable to change
- Comfortable with public speaking and able to prepare and present program information
- Knowledge of barriers Indigenous students face in accessing adult education (secondary and post-secondary)
- Knowledge and experience working with Indigenous communities and organizations
- Strong understanding of secondary and post-secondary education issues, trends, and services, particularly within the urban Indigenous population
- Must provide a recent Vulnerable Sector Check (within the last 6 months)
- Indigenous ancestry will be considered an asset; applicants are encouraged to self-identify

Application Deadline: Open Until Filled

Submit Resume and cover letter to: <https://mnfc.applytojobs.ca/>

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel working within this job title.

The Mi'kmaw Native Friendship Centre is an equal opportunity employer; and complies with all fair employment practices laws. We are committed to providing a workplace free from unlawful discrimination and harassment and prohibit the same against employees, applicants or other covered persons by co-workers, supervisors, managers, or third parties based on a person's race, color, religion, creed, sex, sexual orientation, gender identity, national origin, ancestry, age, veterans status, disability unrelated to job requirements, ethnicity, genetic information, military service, political affiliation, marital status and pregnancy or other protected status.

Qualified Indigenous applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Mi'kmaw Native Friendship Centre (MNFC) reserves the right to refuse all applications for employment. The MNFC will not assume any expenses related to this or any job application process included and not limited to travel, relocation, and application development.

**Only those applicants who are screened in for an interview will be contacted*