



TERM CONTRACT LIFELONG LEARNING POLICY COORDINATOR

The Association of Iroquois and Allied Indians is inviting applications for a Lifelong Learning Policy Coordinator. Under the supervision of the AIAI Education Manger, the Lifelong Learning Policy Coordinator is responsible for supporting the Association of Iroquois and Allied Indians and its Member Nation Communities in the ongoing development and implementation of federal and provincial education initiatives.

The Lifelong Learning Policy Coordinator will work with an interdisciplinary team, external partners, such as: Member Nations, federal and provincial education files and shall be responsible for the following:

DUTIES/RESPONSIBILITIES

- Coordinate the collection and analysis of data and information as required;
- Attend relevant meetings and gatherings to further AIAI member Nation community priorities;
- Manage and oversee small projects, task teams within allocated budgets;
- Plan, organize and execute meetings and gatherings;
- Research and consolidate information and develop appropriate written communications; briefing notes, correspondence, etc.
- In collaboration with the AIAI Education Manger, liaise and strengthen relationships between member Nations, Provincial Territorial Organizations (PTOs), federal and provincial education systems;
- Collaborate and share information with AIAI Member Nation Communities on key developments, priorities and initiatives;
- To serve as an AIAI representative on working groups in the development and implementation of the work plan priorities as identified in the provincial Bilateral Lifelong Learning and other federal initiatives.

REQUIREMENTS

- A Post-Secondary diploma/degree in the area of public administration and/or education or a related area of study;
- Three (3) years related work experience;
- Extensive knowledge of federal, provincial education and Indigenous education systems; programming and policies;

HEAD OFFICE:
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www.aiai.on.ca

- Must possess excellent oral, written and interpersonal communication skills with strong research and writing abilities;
- Working knowledge of Microsoft suite office programs;
- Must possess strong project management skills;
- Must be able to meet tight deadlines and execute flawlessly on projects in a fast-paced, often pressured environment and see a project through to completion;
- Must have the ability to work effectively in a team;
- The ability to develop and maintain strong professional relationships with internal and external stakeholders and work effectively with all sectors of AIAI is critical.
- Knowledge of Indigenous traditions, cultures, and values; understand the history and relationship between Indigenous Nations and the Crown;
- Indigenous ancestry is preferred;
- Possess a valid Ontario Drivers License;

WORK CONDITIONS

- Travel may be required
- Ability to attend and conduct presentations
- Manual dexterity required to use desktop computer and peripherals
- Overtime as required
- Lifting or moving up to 10lbs may be required

DURATION: November 2020 - June 2021 (with possibility of extension)

SALARY: \$ 46 170.00 to \$57 670.00/year (based on qualifications and experience)

APPLICATION DEADLINE: posted until position filled

Please submit a covering letter and resume with three (3) references to:

ATTENTION: Hiring Committee
Association of Iroquois and Allied Indians
387 Princess Avenue
London, Ontario, N6B 2A7
Email: gstonefish@aiai.on.ca
Phone: (519) 434-2761
Fax: (519) 675-1053

The Association of Iroquois and Allied Indians would like to thank all those that apply, however, only those who are granted an interview will be contacted