



**First Nation of Na-Cho Nyäk Dun**  
**EMPLOYMENT OPPORTUNITY**

<b>POSITION TITLE</b>	<b>Manager, Education Services</b>
<b>DEPARTMENT</b>	Education, Youth and Recreation
<b>SUPERVISOR</b>	Operations Director
<b>DATE POSTED</b>	April 29, 2019
<b>STATUS</b>	Regular – Full -Time
<b>SALARY CLASSIFICATION</b>	Level 8
<b>CLOSING DATE</b>	<b>FRIDAY, MAY 10, 2019</b>

**Job Summary:**

Reporting to the Operations Director, this position is responsible for the development and delivery of NND Education Programs offered in the community and to ensure delivery of other education and training programs for which NND has agreements to deliver. The incumbent will work to enhance program and curriculum delivery with a strong focus on FNNND culture and tradition. This position supervises staff in various locations including coordinating the activities of all youth programs and daycare. The Education Manager is also responsible for seeking opportunities for Work Training and Skill Development opportunities for FNNND young people and adults. The Manager is responsible for proposal development which encourages additional educational and training opportunity for Na Cho Nyak Dun citizens.

The incumbent will play a key role in moving FNNND's agenda to improve First Nation rights to Education. Priority will also be placed on developing a strategic plan to guide all FNNND students along their pathway to success.

**MAIN DUTIES**

- Directing and managing the development and provision of education programs of the NND;
- Providing overall management of the departmental budget and financial reporting
- developing and managing budgets and work plans for Education programs for which NND has assumed responsibility through Program and Service Agreements (PSTA's);
- When requested provide information and background to the implementation department for ongoing negotiations
- Managing education Programs for which NND has not assumed responsibility through a PSTA within specified budgets and program requirements;
- Researching and evaluating the NND requirements for Education programming'
- Recommending to the Executive Director new or changes to existing Education Programs;
- Developing and submitting proposals to appropriate funding agencies or directing and assisting department staff to develop and submit proposals to appropriate funding agencies;
- Assisting in the development of policies and procedures to provide timely, Equitable and consistent Education Programs to all NND citizens;
- Ensuring that NND Education Programs are delivered respectfully, equitably and efficiently with due regard to First Nation culture and traditions;
- Representing NND as required on various Boards and Committees;
- Liaising with other First Nations and Government Agencies involved in the development and delivery of Education Programs;
- Managing and supervising the activities of NND Education Program staff including: Daycare, CELC, Education Coordinator, HRDC & Community Training programs;
- Performing a variety of other related duties at the request of the Executive Director, Chief and Council, or the General Assembly regarding the research, development and analysis of education program information and issues.

## **QUALIFICATIONS**

- Working knowledge of legislation, policy and procedures for Daycare, K-12 Schools, Post-Secondary Funding
  - Knowledge of early childhood, K-12, Adult and Special Education Programs, NND First Nation social structure, traditions and cultural values and education affecting First Nation's people.
  - Knowledge of and ability to lead, direct and manage programs and policy development and delivery is important.
  - Good general management and supervisory skills are essential, as are strong interpersonal skills for problem solving, conflict resolution and negotiation.
  - Ability to meet regular and critical deadlines, which will often require overtime
  - Ability to respond to inquiries and providing assistance to citizens who are experiencing crisis which will require high levels of concentration and constant interruptions.
  - Ability to resolve urgent matters and conflicts and calm angry or emotional individuals upset with the current education programs delivered by the different levels of government.
  - Travel outside the traditional territory to attend meetings and provide programming services.
- 
- Position requires tact, diplomacy and discretion while dealing with sensitive information in a confidential environment;
  - Valid Class 5 Yukon Driver's License
  - Vulnerable Sector Criminal Background Check
  - Able to respect confidentiality

**For a copy of the job description or to submit your Cover Letter and Resume, three professional references, including your most recent employer please contact:**

**Carol Van Bibber,  
Acting Assistant to the Executive Director  
First Nation of Na-Cho Nyäk Dun  
Phone: (867) 996-2265 Ext. #213  
Fax: (867) 996-2267  
Email to: [carol.vanbibber@nndfn.com](mailto:carol.vanbibber@nndfn.com)**