



Employment Opportunity

Posting Number: 2024-008

Position: Azhemiinigoziwin Program Coordinator/Instructor (Two Positions)

Location: Two positions at Manidoo Baawaatig Campus, Kenora, ON

Start Date: January 2025

Deadline: January 6, 2025 at 4:30 PM (CST)

Wage: \$39.78/hour based on a 35-hour work week
Vacation leave, competitive benefits package and registered pension plan (RPP) included.

How to apply: Please send a cover letter, resume, and three employment-related references (one of which must be from a current/recent supervisor), ensure the posting number is included in any communication and on your application, to one of the options below. **Please note email is preferred:**



Email:

Attn: Human Resources Department
human.resources@7generations.org



Mail:

Attn: Personnel Committee
Seven Generations Education Institute
1452 Idylwild Drive, PO Box 297
Fort Frances, ON, P9A 3M6



Fax:

Attn: Personnel Committee
(807) 274-8761

Please direct any questions regarding this opportunity to Sean Taggart, Director K-12 at seant@7generations.org.

We would like to thank everyone for their application, but only those individuals selected for an interview will be contacted. Accommodation in the recruitment process is available upon request by contacting Human Resources.

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General description

The Program Coordinator/Instructor will coordinate and instruct the programming for the Azhemiinigoziwin Program. Instructing responsibilities will include being a leader in the classroom developing and ensuring the curriculum maximizes the student-learning experiences. Plan, organize and introduce program goals and objectives. The Coordinator/Instructor will work collaboratively with the Azhemiinigoziwin team and the Secondary School.

Qualifications and skills requirements

1. Completion of a college diploma or university degree in social work, mental health & addictions, psychology, sociology, or related field.
2. Must have a minimum of five (5) years of experience in one (1) of the related fields listed above.
3. Membership in a professional affiliation is preferred
4. Must have excellent communication skills (both oral and written), strong interpersonal, and organizational skills
5. Must have a working knowledge of Microsoft Office and computer programs
6. Knowledge and understanding of the Anishinaabe culture, customs, and practices
7. Crucial to this position is the ability to understand cultural influences and issues specific to adult learners in the Treaty 3 area.
8. Must have a demonstrated ability to interact effectively with colleagues and students
9. Must have the ability to manage time effectively and efficiently
10. Must have a high degree of resourcefulness, flexibility, and adaptability
11. Must have critical thinking skills, analysis, and reasoning to identify underlying principles, reasons, or facts
12. Must have previous experience in instructing workshops or programs
13. High level of confidentiality
14. Excellent problem-solving and conflict resolution skills
15. Ability to recognize the unique learning styles and characteristics of the students
16. Demonstrated ability to show patience, compassion and understanding
17. Genuinely committed to helping the students
18. Knowledge of different teaching methods and approaches

Supervisor: Director of K-12

Job duties/responsibilities



1. Prepare course objectives and lesson plans; all teaching resources, and demonstrations, must align with the goals and objectives of the program
2. Instruct and monitor students learning
3. Create interactive presentations
4. Be open-minded, listen to and encourage the students in the program
5. Meets with students to discuss progress and issues and develop possible solutions
6. Assist with support, planning, coordinating, and scheduling of program activities
7. Assist with developing, reviewing, and adapting program and recruitment strategies
8. Create an evaluation tool for the program
9. Assist with proposal writing when required
10. Support growth and program development
11. Ability to coordinate and organize meetings and special events when required
12. Assist with organizing resources and establishing priorities
13. Skill in the use of computers and related software applications
14. Ensure technology is used correctly for all operations (video conferencing, etc.)
15. The administrative duties of this position require attention to detail, word processing and office skills
16. Assist with policies and procedures when required
17. Participate in meetings and professional development sessions
18. Assist with record-keeping

Relationships

Internal

1. Reports directly to the Director of K-12
2. Responds and interacts with the Azhemiinigoziwin team
3. Responds and interacts with employees at all Seven Generations Education Institute campuses

External

1. Liaise with the surrounding communities and organizations
2. Attend networking opportunities
3. Interact with government program officers when required

Working conditions

- Normally a seven (7) hour workday
- Occasional travel to communities in the region and other campus locations
- Works indoors in climate controlled, classroom setting, may be exposed to moderate levels of noise on occasion
- May be exposed to behaviourally difficult members of the public on occasion



- When required, may have to lift up to 10 pounds
- Extended periods of sitting at a desk, with the ability to change positions
- Nature of work requires a moderate degree of manual dexterity while working at a computer with requirements for both speed and accuracy

Conditions of Employment

- Must provide satisfactory criminal background check and vulnerable sector screening as incumbent will work one on one with those under 18 and other vulnerable persons
- Must possess a valid Class 'G' Drivers license and have access to reliable transportation