



# Employment Opportunity

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**Position:** Post-Secondary Coordinator

**Location:** Manidoo Baawaatig (Kenora Campus)

**Start Date:** August 2025

**Deadline:** July 23, 2025

**Wage:** \$42.00/hour based on a 35-hour work week. Vacation leave, competitive benefits package and registered pension plan (RPP) included

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**How to apply:** Please send a cover letter, resume, and three employment-related references (one of which must be from a current/recent supervisor) via one of the following:



**Email:**

Attn: Human Resources Department  
[human.resources@7generations.org](mailto: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 Angela Mainville, Director of Post-Secondary Education at [angelam@7generations.org](mailto:angelam@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.

Applicants who are members of one of the ten governing communities of SGEI are asked to identify this in their application.



# Post-Secondary Coordinator

## Job Description

### General description

The Post-Secondary Coordinator will ensure post-secondary programming is delivered in accordance with Seven Generations Education Institute's philosophy of program delivery and the guidelines as established by partner institutions.

The Post-Secondary Coordinator will ensure the program delivery centres Anishinaabe knowledge and values. In addition, the incumbent will provide support and educational counseling services to students (Adult Learners) and establish contacts with potential employers. They will support with hiring and performance management of post-secondary instructors and will provide general administration for the post-secondary programs under their purview.

Coordinators will respond to program needs communicated by community members and Seven Generations Education Institute (SGEI) leadership. They will respond to student needs, help address student issues to facilitate learning, and coordinate the delivery of the programs by hiring, scheduling and supporting instructors and liaising with counterparts at post-secondary partner institutes.

### Qualifications and skills requirements

1. Well developed understanding of Anishinaabe knowledge systems and histories as well as shared histories, including a well-developed understanding of the historical context and current issues.
2. Proven track record working with Anishinaabe students, community members, communities and organizations.
3. The ability to support the culturally appropriate delivery of instruction centring cultural safety required.
4. Three-year University Degree in Social Science or Business Administration or discipline relevant to the subject matter being administered required.
5. Bachelor of Education is an asset.
6. Three to five (3-5) years' field experience as an educator, with preference given to experience with adult learners or Anishinaabe learners.
7. Previous management or supervisory experience is an asset.
8. An equivalent combination of relevant education and experience considered on a case-by-case basis.
9. Excellent communication skills (oral and written). Effective public speaking and presentation skills.
10. Strong interpersonal skills with ability to work as part of a team and develop effective working relationships.



11. High level of proficiency using software applications, video conferencing, and learning management applications preferred. Must have a working knowledge of Office365, Teams, Zoom, D2L, etc.
12. Knowledge of Anishinaabemowin is preferred. Demonstrated fluency is an asset.
13. Ability to tailor and modify instruction to meet the needs of a variety of learners.
14. Knowledge of duty to accommodate including, providing modifications and accommodations for persons with learning disabilities, and persons with disabilities. Ability to facilitate access to services for students as required.
15. Proven ability to adapt, demonstrated openness to learning and change.
16. Extensive knowledge of relationships that exist within the communities of Treaty #3.

**Supervisor:** Anishinaabe Izhichigewin - Associate Director of Post-Secondary Education

## **Job duties/responsibilities**

### **Major**

1. Liaise with other Post-Secondary Institutions that offer partnered programming under the incumbent's purview to ensure quality control and optimal student experience.
2. Liaise with Coordinators within Organization to ensure a high-quality experience for our students.
3. Liaise with Accessibility team at SGEI and partner institutions to help facilitate accommodations for students as required.
4. Liaise with Education Counselor(s) within the surrounding First Nation Communities to determine needs and better support students.
5. Provide Guidance Counseling services to students with issues refer to the appropriate SGEI support person or partner organization as issues arise.
6. Ensure all administration duties related to position are completed in a timely manner.
7. Ensure instructors are performing their duties in line with program requirements, while centering Anishinaabe language, culture, and values.
8. Support with the recruitment and selection of post-secondary instructors in program area.
9. Support with planning of upcoming school year with regards to scheduling, ensuring instructors are in place, and working with Human Resources and Post-Secondary leadership to ensure a smooth start to the school year.
10. Undertake performance management of post-secondary instructors in program area, with a focus on ensuring a positive student experience that considers the learning needs of all students, while centering Anishinaabe learners.
11. To work collaboratively with their supervisor, Director of Post-Secondary Education, the Associate Directors of Post-Secondary Education and other Post-Secondary Coordinator(s) in the assessment and delivery of post-secondary programs.
12. To promote and assist with the identified program(s) that will be offered within SGEI.
13. To assist with proposal writing, when required.
14. To identify complimentary funding sources to meet identified objectives, when required.



15. To organize seminars of special interest to the Treaty #3 area (high schools, be creative, cultural knowledge & expertise).
16. To openly communicate activities to students, staff, and instructors.
17. Liaise between students, Seven Generations Education Institute and communities.
18. Be a participant in staff meetings and promote the goals and objectives of Seven Generations Education Institute.
19. Promote programs and the organization as a whole.
20. Other duties as assigned.

## Relationships

### *Internal*

1. Interacts and reports directly to the Anishinaabe Izhichigewin - Associate Director of Post-Secondary Education.
2. Responds and interacts with program coordinators and staff.
3. Responds and interacts with students and instructors.
4. Interacts with Human Resources in the recruitment and selection, and performance management of instructors.

### *External*

1. Liaison with personnel from partner institutions, ensure the Anishinaabe Izhichigewin - Associate Director of Post-Secondary Education is aware of all communications.

## Working Conditions

- Position typically works indoors in shared office space.
- Occasional travel to area communities and other campus locations will be required.
- May be exposed to noise, and on rare occasions to behaviourally difficult students, clients, and members of the public.
- Normally a seven (7) hour workday with occasional requirements for overtime. Supervisor will need to pre-approve any overtime requirements.
- Incumbent may be required to attend and conduct presentations as directed.
- A moderate level of manual dexterity required to use desktop computer and peripherals, with a moderate requirement for accuracy.
- Lifting or moving up to 20lbs may be required.

## Conditions of Employment

- Provision of a satisfactory Vulnerable Sector Check, and maintenance of current Vulnerable Sector Check as required.
- Valid Ontario class 'G' driver's license; ability and willingness to travel.