



Employment Opportunity

Position: Community Outreach and Engagement Coordinator

Location: Rainy Lake Campus, Agency One, near Fort Frances, ON

Start Date: February / March 2026

Deadline: February 20, 2026

Wage: \$45.00 / hour based on a 35 hour work week. Vacation leave, competitive benefits package and registered pension plan 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) via one of the following:



Email:

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



Fax:

Attn: Personnel
Committee
(807) 274-8761



Mail:

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

Please direct any questions regarding this opportunity to Angela Mainville, Director of Post Secondary Education at: 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.

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Community Outreach and Engagement Coordinator

Job Description

General description

The Community Outreach and Engagement Coordinator requires a strong understanding of First Nation communities and will know how to navigate all the programs and supports offered at Seven Generations Education Institute (SGEI). They will coordinate and conduct in person engagements with First Nation communities and prospective participants/students for all SGEI program delivery: secondary, post-secondary, training for employment, makerspace etc.

Under the direction of their supervisor, the Community Outreach and Engagement Coordinator will keep a schedule of events accessible to all SGEI employees, as well as regularly set agendas, conduct meetings, and keep minutes to plan engagements and coordinate efforts of team members to execute engagements. The coordinator regularly corresponds with Communications and Marketing for the advertising and promotion of events, design and preparation of recruitment materials, and advice on branding when appropriate. This person will also manage a budget for promotional items that are used at all recruitment events and engagements. This inventory will be accessed by program directors from time to time.

The coordinator will organize annual community engagement events on campus at Manidoo Baawaatig, Rainy Lake, in Thunder Bay, and in SGEI's governing communities. This person will organize the events and facilitate planning and execution under the direction of SGEI's Program Directors and CEO.

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. Well-developed relationships and proven track record working with Anishinaabe communities, community members, and indigenous organizations; specifically with respect to SGEI's governing communities.
3. The ability to promote SGEI as Anishinaabe centred in program delivery and student/participant support knowing that this is best for everyone.
4. Bachelor of Arts Degree or Post-Secondary Diploma (3 years).
5. Three-year University Degree or College Diploma in Social Science or Business Administration.
6. Three to five (3-5) years field experience working in Anishinaabe organization(s).
7. Previous management or supervisory experience is an asset.
8. Excellent communication skills (both oral and written) as well as strong interpersonal, organizational and computer skills.
9. Experience planning, coordinating, and facilitating community events.
10. Crucial to this position is a demonstrated knowledge and engagement in Anishinaabe ways of knowing and doing specific to communities in Treaty #3.
11. The ability to speak Anishinaabemowin would be preferred but not a requirement.
12. Must have reliable transportation and the willingness to travel throughout the Treaty Three Area.

Supervisor: Director of Post-Secondary Education



Job duties/responsibilities

Major

1. Plan and execute outreach initiatives: organize and chair planning meetings for community engagements and campus events promoting the organizations services with input and occasional direction from SGEI staff and leadership.
2. Build relationships: maintain connections within First Nations communities and secure invitations into communities where possible.
3. Work with communities and communicate with CEO and Program Directors to aid in SGEI's response to community needs through regular updates to the Senior Management Team.
4. Manage an annual budget for travel, promotional items, and marketing/communication handouts for all recruitment and engagement events.
5. Supervise and provide direction to Recruitment Coordinator(s).
6. Collect and analyze data to inform outreach strategies and improve SGEI's response to community and labour market needs.
7. Monitor the success of outreach initiatives and provide reports to assess the effectiveness of community engagement efforts.
8. Direct website inquiries to the appropriate program areas.
9. Represent SGEI as the choice for all education and training needs in Northwestern Ontario.
10. Build and maintain relationships with the area First Nations' Education Counsellors to ensure SGEI is responsive to community needs.
11. Prepare and submit reports on a timely basis.

Minor

1. Liaise with Community leaders and staff, elders, post-secondary staff, and students.
2. In concert with other staff make suggestions for additional programs and sources of funding.
3. Work collaboratively with other staff in promoting the goals and objectives of Seven Generations Education Institute.
4. Maintain communications and a positive rapport with education staff and communities.
5. Participate in meetings as required.
6. Research and implement best practices.

Relationships

Internal

1. Supervises and provides direction to Recruitment Coordinators
2. Responds and interacts with the Program Directors
3. Responds and interacts with Program Coordinators and staff.
4. Provides direction to staff that assist with engagement and events.

External

1. Liaise with other Social Service Agencies in the Treaty #3 area.
2. Build and maintain relationships in First Nation communities,
3. Make connections with Education Counsellors and Post-Secondary Institutes

Working conditions



1. Work requires limited attachment to a workstation with intermittent opportunity to change body positions.
2. Additional physical demands include carrying items in excess of 10Kg.
3. Work requires continuous concentration to detail, for a moderate period of time on a daily basis.
4. Work involves fine movements, with a requirement for speed and accuracy.
5. Job requires frequent travel away from the office in a variety of weather conditions, with occasional exposure to travel hazards.
6. Works occasionally in outdoor environments under all conditions
7. The work hours will be seven (7) hours a day with occasional overtime requirements. Overtime or irregular hours may be required.

Conditions of Employment

- This position requires a satisfactory Criminal Reference Check with a Vulnerable Sector Check.
- Valid Class 'G' Driver's License and access to a vehicle is required.