



Employment Opportunity

Position: Program Manager-Training

Location: Kenora Campus

Start Date: July 2026

Deadline: June 25, 2026

Duration: Full-time, Permanent

Wage: \$74,687.00-\$91,283.00 annual salary 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 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 Aimee Beazley , Director of Training at aimeeb@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.



Program Manager

Job Description

General description

The Program Manager will be responsible for providing a wide range of administrative coverage, operational activities, personnel management, project management reporting requirements, budgeting, and overseeing program resources. This role includes oversight of the Training for Employment staff at the Kenora Campus, as well as the driving school staff, and collaborating directly with the Director of Training as a key part of program leadership.

It is the Program Manager's responsibility to ensure the highest standards in programming are maintained. The Program Manager plays an important role in strategic planning and program development, ensuring that practices and procedures reflect SGEI's mandate and goals, while providing leadership and supervision across various initiatives and partnerships.

Qualifications and skills requirements

1. Completion of a three-year diploma or degree in Business, Education, or a related discipline required.
2. Minimum of three (3) years supervisory experience, with demonstrated ability to lead staff, delegate work, manage workflow, and evaluate performance.
3. Experience in project management (minimum five [5] years preferred), including the ability to plan, prioritize, and manage multiple competing priorities.
4. A combination of relevant education and experience may be considered on a case-by-case basis
5. Proven ability to build and maintain effective working relationships with a wide range of stakeholders, including public sector Indigenous organizations, First Nation communities, municipalities, other government agencies, private sector partners, staff, and the public.
6. Strong communication and interpersonal skills, with the ability to interact professionally, provide direction, and resolve issues effectively.
7. Experience in proposal development and partnership initiatives across a variety of contexts.
8. Working knowledge of contract law, with the ability to support contract development, negotiation, and management.
9. Experience interpreting basic financial statements and managing departmental budgets.
10. Familiarity with government funding and reporting requirements.
11. Experience in the education or training sector is an asset, including knowledge of driver training programs and licensing requirements (e.g., AZ/DZ, B, F, G, M).
12. Proficiency in Microsoft Office applications (Word, Excel, Outlook, Teams) and experience using data management systems to track performance metrics, analyze outcomes, and prepare reports.
13. Demonstrated ability to maintain confidentiality, professionalism, and sound judgment at all times.
14. Knowledge of Anishinaabe culture, language, and community protocols, with a demonstrated commitment to culturally responsive, community-driven service delivery, is considered a strong asset.



Supervisor: Director of Training

Job duties/responsibilities

1. Provide day-to-day leadership to the Kenora Campus training team while fostering a respectful and inclusive workplace culture aligned with organizational values and the Seven Grandfather Teachings.
2. Supervise, mentor, and support assigned program staff by providing clear operational guidance and direction.
3. Under the direction of the Director of Training, oversee staffing needs for assigned programs, including recruitment support, scheduling, and instructor/facilitator coverage.
4. Implement performance management processes for assigned staff, including evaluations, performance support, and staff development, in accordance with organizational policies.
5. Ensure the team submits accurate and timely attendance and hours worked, with verified payroll information submitted to Finance.
6. Ensure clear internal communication within assigned programs by sharing operational updates, plans, schedules, and priorities.
7. Maintain knowledge of driving school operations, regulatory requirements, and licensing standards to support program oversight and compliance.
8. Support the Director of Training by providing operational input into planning and improvement initiatives and implementing approved strategies within assigned programs.
9. Coordinate outreach, engagement, and communications for assigned programs to support participation and service delivery.
10. Implement approved new or modified programs at the operational level, supporting staff through change and ensuring procedural alignment.
11. Collaborate with the Director of Training and participate in leadership meetings to provide operational updates and identify emerging issues.
12. Assist with program-specific proposals, partnerships, and initiatives and manage approved initiatives at the operational level.
13. Provide operational oversight to ensure assigned programs are delivered efficiently, effectively, and in alignment with organizational standards.
14. Manage program resources and identify operational needs or concerns for discussion with the Director of Training.
15. Monitor service delivery to ensure availability, quality, and responsiveness to student and participant needs.
16. Manage and monitor approved program budgets and report variances in accordance with financial procedures.
17. Oversee program activities and projects, ensuring deliverables and reporting requirements are met.
18. Prepare draft narrative and performance reports for review, ensuring compliance with funding requirements.
19. Plan and facilitate program-level staff and operational planning meetings as required.
20. Ensure compliance with organizational policies, procedures, and applicable legislation, escalating issues as necessary.



21. Work collaboratively with Finance and Administrative staff to support financial and accounts payable processes for assigned programs.
22. Perform other related duties as assigned by the Director of Training.

Relationships:

Internal

1. Supervise and interact with Training for Employment Staff.
2. Interact with employees at Seven Generations Education Institute.
3. Provide reports to supervisor, and Senior Management team as required.

External

1. Work with community organizations and partners
2. Engage with external stakeholders, program partners, and community partners as directed.
3. Attend stakeholder consultations and networking opportunities.
4. Support with reporting requirements.

Working Conditions

1. Work indoors in shared office setting with occasional exposure to moderate levels of noise
2. May be exposed to behaviourally difficult students or members of the public.
3. Normally a seven (7) hour workday, with occasional requirement for overtime.
4. Demanding and sometimes stressful.
5. Occasional lifting of up to 25 lbs required.
6. Regular travel within the region is required.
7. Moderate periods of sitting while in the office, with opportunities to change positions; during travel, this flexibility may be limited.
8. Nature of work requires a high degree of manual dexterity with a moderate requirement for speed.
9. A high degree of concentration is required for moderate periods.

Conditions of Employment

1. Must provide and maintain a satisfactory Vulnerable Sector Screening, as position may interact one on one with students under the age of 18, or with other vulnerable persons.
2. Must possess valid Class 'G' Driver's license and have access to reliable transportation