



## EMPLOYMENT OPPORTUNITY

The Southern First Nations Secretariat (SFNS) is seeking qualified applicants for the position of:

### **Manager, Post-Secondary Department** (Full-Time, Permanent)

The Post-Secondary Department's mission is to assist eligible member First Nation life-long learners in their pursuit of higher educational opportunities. We strive to enrich the experience of the learner by supporting and advocating while they are on their academic path to self-empowerment.

**POSITION REPORTS TO:** Executive Director

**POSITIONS SUPERVISED:** Post-Secondary Education Counsellors, Administrative Assistant

**POSITION SUMMARY:** In accordance with the established policies, procedures, and directives of the Southern First Nations Secretariat (SFNS), the Manager is responsible for the administration and management of the Post-Secondary program. The Manager will ensure that SFNS maintains compliance with our Funding Agreement with Indigenous Services Canada (ISC). The Manager also takes on some Post-Secondary Education Counsellor tasks when needed.

#### **DUTIES**

Key Result Areas:

- Ensure SFNS Post-Secondary Education Counsellors maintain membership and adheres to the standards set forth by the Ontario Native Education Counselling Profession;
- Develop and implement department's annual work plans and priorities;
- Establish the department's annual budget including member First Nation student budgets;
- Oversee student application process, ensuring timely processing of applications, consistent and fair application of the Student Assistance Policy, and regular communication with all stakeholders;
- Oversee the collection of relevant, accurate and up to date data via a student database;
- Develop program policies and procedures as required;
- Prepare and submit all required agreement reports and other documents for ISC, LDCC, and/or SFNS;
- Monitor staff performance and conduct annual staff performance reviews, remediating performance if required;
- Review and approve staff workloads, vacation, and training schedules;
- Establish and maintain positive working relationships with students, community members, Post-Secondary education institution staff and other external organizations through ongoing communication (telephone calls, social media outlets, email, etc.);
- Collaborate with member communities to identify funding opportunities to support their educational goals;
- Research, develop, and distribute information/briefing packages on various program issues/changes;



- Provide advocacy and liaison services to enable students to reach their academic and career goals;
- Research and attend training, workshops and conferences to stay informed of relevant Post-Secondary education institution programming and admissions criteria, government programs and funding, and other regulations, standards and guidelines;
- Coordinate training sessions, workshops and/or information sessions that address student recruitment, transition, orientation and retention; and
- Provide an environment that fosters on-going learning and professional development among staff.

#### **STATEMENT OF QUALIFICATIONS:**

##### **Basic Qualifications (Mandatory & Minimum):**

- Bachelor of Education or Bachelor of Arts in Social Work or related field of study; and
- Five years progressive experience in management, guidance, and counselling or a related field.

##### **Rated Requirements:**

- Graduate degree in Education, Social Work or related field of study;
- Understanding of Canada's and the United States' Post-Secondary education system;
- Understanding of First Nations program delivery, experiences, and challenges in Post-Secondary education;
- Strong financial literacy including being proficient in budget development and reading financial statements;
- Familiar with the Microsoft Office suite of programs;
- Knowledge of ISC and other government agency funding processes and reporting protocols;
- Strong written and oral communication skills;
- Willing to travel, valid driver's license, and unrestricted access to reliable transportation; and
- Willingness to provide a police check.

**SALARY RANGE:** \$57,720 - \$71,188 per annum based on experience and qualifications, as well as a benefits package.

**CLOSING DATE:** **Friday, January 27, 2023 at 4:00pm**

Please submit a resume with three current employment references to:

Jennifer Whiteye, Executive Director  
Southern First Nations Secretariat  
Email: [jenwhiteye@sfns.on.ca](mailto:jenwhiteye@sfns.on.ca)

Please clearly mark your subject line: "Confidential – Manager, Post-Secondary Department."

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

\* A full job description is available upon request.