



Treaty 8 First Nations of Alberta

To Protect, Promote, Bring to Life, Implement, and Sustain the True Spirit and Intent of Treaty No. 8 as long as the sun shines, the grass grows, and the waters flow.

Lifelong Learning Curriculum Coordinator

Treaty 8 First Nations of Alberta is seeking a highly motivated individual to work as a full time Lifelong Learning Curriculum Coordinator. Reporting to the Treaty 8 Director of Education, the Lifelong Learning Curriculum Coordinator is an integral part of the Treaty 8 team with the innate ability to consistently practice and demonstrate understanding and knowledge of Sovereign Nations, Inherent Rights, with a Treaty mindset. The Lifelong Learning Curriculum Coordinator will work alongside the Education Directors of Treaty 8 Nations and Tribal Councils to support the Sovereign Nations of Treaty No. 8 in their vision to protect, promote, strengthen, implement, and sustain the true spirit and intent of Treaty No. 8.

RESPONSIBILITIES

Under the guidance of the Treaty 8 Director of Education, the Lifelong Learning Curriculum Coordinator will work collaboratively with the individual First Nations and Tribal Council Education Directors and Departments. In collaboration with the First Nations Education Directors, key responsibilities include:

- Play a facilitative role in working with Treaty 8 First Nation communities to identify and prioritize lifelong learning courses of interest and facilitate the development of curriculum that will broaden and enhance learning in Treaty 8 communities and monitor the implementation of solutions and strategies.
- Work with Nation's Educational departments and committee to develop curriculum and supportive educational policies that will advance the educational interests of Nation members, with a focus on teaching the history, culture, traditions, language, leadership, and governance of First Nations.
- Performing other related duties as required and/or directed by the Treaty 8 Director of Education and/or the Grand Chief of Education.

COMPETENCY REQUIREMENTS

The ideal candidate is a big picture thinker, can strategize long-term goals and solutions, collaborate with multiple partners and stakeholders (employees, tribal councils, communities, government), is self-motivated with the ability to motivate others to achieve results and can drive organizational change in uncertain environments.

Exceling at fostering teamwork, can communicate in a variety of styles, negotiate through tough situations, and approach conversations respectfully. Ability to manage and administer multiple projects and deliverables simultaneously, as well as the following:

- Community/Member Focus - Receive information and uses it to improve internal and external member service (this applies to colleagues, community members, Treaty 8 leadership, and visitors).
- Fostering Teamwork - Fosters effective relationships within the entire organization, based on mutual respect.
- Collaboration - Ability to collaborate and influence at all levels in order to successfully action the organizational and community agenda.
- Relationship Building - Able to establish and maintain constructive relationships built upon trust. Works to find common ground and mutually beneficial solutions.
- Communication - Is proficient in a variety of communication styles and uses the appropriate style that suits the message and the audience.
- Diplomacy / Tact - Demonstrates tact and diplomacy in dealing with others.
- Action Oriented - High level of self-motivation and initiative with the ability to work well under pressure.
- Analysis and Reporting - Able to interpret and visualize trends in data and generate reports that will drive action in the community.
- Time Management - operate under pressure and meet deadlines with a demonstrated ability to accept responsibility and to be accountable.
- Priority Setting - Ability to efficiently prioritizes activities, establish appropriate courses of action, and monitor progress.

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- Quality of Work - Detail-oriented with a critical degree of accuracy regarding data entry and analysis.
- Accountability - Fully commits to agreed-upon plans and strategies and takes action to achieve them.

CONTACTS AND COMMUNICATIONS:

Extensive contact and communication:

- i. Internal Employees
- ii. Treaty 8 Grand Chiefs, Treaty 8 Leadership, Elders
- iii. Treaty 8 Members
- iv. Municipal / Provincial / Federal government Contacts

QUALIFICATIONS

- A university degree in Education would be considered an asset, or an acceptable combination of education, training, and experience.
- Experience with First Nations culture, traditions, and protocol.
- Knowledge of First Nations communities covered by Treaty 8 First Nations of Alberta.
- Proven experience in building working relationships with Indigenous communities and partners.
- Proficiency in Microsoft Office applications (Word, Outlook, Excel, Power Point and Outlook).

ADDITIONAL REQUIREMENTS

- Possess valid class 5 AB driver's license and own or access to a vehicle.
- Willingness and ability to travel extensively within Treaty 8 Alberta Territory and other destinations when required.
- Willing to work flexible schedule. Combination of working remotely, in-office, and at community locations.
- Willingness to submit to Oath of Confidentiality.
- Must provide and possess a clear criminal record vulnerable sector check.
- Ability to speak and/or understand Dene or Cree language (or another applicable First Nation language) would be beneficial.

WORKING CONDITIONS:

- Works in an office environment and requires working productively in an open office setting.
- Working in front of a computer for a portion of shift.

PHYSICAL REQUIREMENTS:

- Standing, walking, and speaking for long periods of time.
- Typing, punching, or applying pressure to an object with fingers and palm.
- Listening, interacting in person, using a computer screen for most of the day.

DEADLINE Applications must be submitted by April 28th, 2023.

Please include RESUME, COVER LETTER, AND SALARY EXPECTATIONS to Dr. Judy Kim-Meneen, Director of Education at jkimmeneen@treaty8.org

Thank you to all who apply, however, only those selected for an interview will be contacted.