

The **ONTARIO NATIVE EDUCATION COUNSELLING ASSOCIATION (ONECA)** is accepting applications for the contract position as:

**FULL-TIME CONTRACT - Student Success /Placement Coordinator for the
NATIVE COUNSELLOR TRAINING PROGRAM**

Summary

Under the direction of the ONECA Board and Executive Director, the Student Success Coordinator will be responsible for engaging with Remote First Nations and school boards in Ontario, to promote the NCTP, and work as a member of the team to promote the program, support students and work with communities who wish to access the program.

ONECA is an organization comprised of First Nation Education Counsellors that was incorporated in 1985. The Ontario Native Education Counselling Association (ONECA) is founded upon principles that recognize that, although a variety of counselling and educational tools and programs exist in Ontario, the development of Native communities requires tools and programs designed specifically to improve Native Counselling and Education services.

Duties

- Liaise with First Nations and school boards to determine training needs
- Promote the NCTP program and programs and services of ONECA
- Answer questions and provide information about ONECA programs services and NCTP
- Work with communities to increase access for students
- Work as a team member with all ONECA employees and contract consultants/coordinators
- Coordinate and schedule meetings
- Budgeting and basic accounting skills
- Host information sessions and oversee promotional events
- Assist in the design of promotional materials
- Maintaining and updating all information relevant to the NCTP including student handbooks, application forms, correspondence and program materials, assisting with website updates
- Order texts and resource materials as required
- Prepare and distribute student resources and learning materials
- Process paperwork and provide students with information about the admission process
- Maintain a database of students' inquiries

- Review applications and prepare letters for accepted students
- Maintain a database of student information including contact information, final marks, anecdotal comments
- Provide ongoing student support as required
- Liaise with individual associations and organizations used for Field Placement (Work Integrated Learning)
- Work with students to establish placements
- Supervise Placements
- Working with the NCTP Program Coordinator –
 - review student Learning Plans and Learning Logs for Field Placement (Work Integrated Learning)
- Other duties assigned by the Program Coordinator
- Provide support to the coordinator and the Distance Learning Consultant including course management
- Prepare report cards and transcripts as required

Qualifications

- Graduate of NCTP preferred
- Bachelor of Education or Degree in Native Human Services
- Experience working with Native students in the field of education
- Experience working with Remote First Nations
- Experience with virtual learning and online platforms
- Possess excellent oral and written communication skills
- Excellent computer skills – including database management, google docs, forms, email
- Strong analytical skills and attention to detail
- Ensuring accurate record-keeping in data entry systems
- Excellent interpersonal skills
- Answering incoming calls professionally and redirecting them where appropriate
- Ability to work with individuals of all ages
- Have the ability to handle stress and manage time effectively
- Able to work remotely
- Valid driver's license, reliable vehicle and ability to travel
- Maintain confidentiality and professional ethics
- Able to provide a CPIC

Send Applications to Executive Director: oneca@oneca.com

Applications Due: April 22, 2022

Salary Range: 50,000-55,000