

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

**FULL TIME Student Success 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.

Start Date: March 15, 2021 – March 31,2022– renewal pending funding

Duties:

- Liaise with First Nations and school boards to determine training needs
- Promote the NCTP program and programs and services of ONECA
- Work with communities to increase access for students
- Provide student support
- Coordinate and schedule meetings
- Host information sessions
- Answer questions and provide information about ONECA programs services and NCTP
- Prepare written reports
- Design promotional materials
- Distribute materials
- Provide support to the coordinator and the Distant Learning Consultant
- Order texts, resource materials
- Prepare and distribute student resources and learning materials
- Maintain a data base of students and inquiries
- Respond to requests for information
- Review applications and prepare acceptance letters
- Budgeting
- Complete and submit a final report
- Maintaining and updating student handbooks, application forms, and program materials
- Other duties assigned by the program coordinator

Qualifications

- Graduate of NCTP preferred
- Bachelor of Education or Degree 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
- 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

Deadline for applications until filled.

Send Applications to: Executive Director oneca@oneca.com