

JOB POSTING

Program Manager – CONTRACT OPPORTUNITY

Contract Term: June 3, 2024 - June 28, 2025

(Contract renewal is possible, but is dependent on program funding)

Purpose

The Program Manager oversees, and is responsible for the implementation of the Native Counsellor Training Program (NCTP). The NCTP is an Ontario Ministry of Education accredited program that has been running since 1977. The Program Manager will work collaboratively with the Executive Director, the Virtual Lead and NCTP course instructors to ensure student success, and that the program objectives, implementation functions, and reporting requirements are fulfilled successfully.

The Program Manager reports directly to the Executive Director of ONECA.

Essential Duties and Responsibilities

- Oversee the NCTP and NCTP related activities
- Maintain and ensure timely, accurate, and consistent program reporting.
- Maintain up-to-date program schedules and files
- Ensure head office files are maintained and current with program files
- Analyze current program and make recommendations for improvements
- Implementation of program improvement recommendations
- Drafting of Mid-Term and Final Report Cards
- Review policies and make recommendations to the Board of Directors via the Executive Director
- Establishing of articulation agreements with colleges and universities
- Address program inquiries from students and community.
- Ensure course materials, including digital content, are distributed and accessible in a timely manner.
- Promotion of the program.
- Practicum Supervision, and related duties
- Develop and implement a recruitment strategy
- Lead planning and facilitation of graduation ceremonies.
- Ensure cultural relevancy of the program.
- Manage the NCTP Budget.
- Regular reporting to the Executive Director
- Other reporting, as required by funders, and as directed by the Board of Directors.

Qualifications

- A bachelor's degree in a related discipline relevant to Indigenous education and/or post-secondary education, or 2-3 years of relevant education and experience
- Prior experience in program and/or project management.
- Ability to think strategically and make recommendations for improvement
- Excellent understanding of the Ministry of Education and accreditation process
- Significant experience with postsecondary education and/or accredited training programs
- Excellent understanding of the counselling needs of First Nation communities in Ontario.
- Excellent understanding of First Nation communities in general, in Ontario
- Excellent communication skills
- Excellent report writing skills.
- Excellent planning and organizational skills.
- Ability to work independently and collaboratively
- Technology skills (Virtual meetings, Learning Management System (LMS), Email, Digital Filing, Microsoft Office etc.)
- Team Player
- Commitment to building healthy Indigenous communities.

Preferred Knowledge/Skills

- A combination of education and experience relevant to Indigenous education.
- Project management
- Budget management
- Filing and data management
- Able to coordinate zoom and online meetings
- Must provide a CPIC and Vulnerable persons check
- Valid drivers license and reliable vehicle
- Awareness of respectful engagement of Indigenous protocols.

Compensation

\$60,000 - \$70,000, depending on qualifications and experience

Location

The ONECA office is located on the Atikameksheng First Nation. The Program Manager will be required to work in the office. Hybrid arrangements are negotiable.

Term of Employment

The position runs from June 3, 2024 - June 28, 2025

*All qualified individuals are welcome to apply. Priority will be provided to Indigenous applicants. To apply, send your resume with 3 references to:

Alicia Cameron
Executive Director
Ontario Native Education Counselling Association
P. O. Box 220, 37 A Reserve Road,
Naughton, Ontario
P0M 2M0

Email: oneca@oneca.com

Deadline for Applications: May 10, 2024 (or until filled)