

JOB POSTING

Project Coordinator - CONTRACT OPPORTUNITY

To coordinate the successful development of the, “Step by Step: Taking Steps to Increase my Success in Postsecondary” Project. The Project Coordinator works under the supervision of the Executive Director of ONECA.

Contract Term

Immediately/ASAP - March 31, 2025

Value of Contract

\$25-\$32.00/hour to commensurate with qualifications and experience

Purpose

The focus of this contractor will be to carry out the deliverables of the project in a professional, knowledgeable, and culturally-appropriate manner, on-time, as scheduled, and in accordance with the workplan and project objectives.

The purpose of the project is to create an online preparatory course that addresses the barriers and needs of Indigenous women and mature learners and supports their access to, and success in, postsecondary education. The project includes development of six modules with a total of 21 units. The project will serve Indigenous women, mature learners, First Nations postsecondary counsellors and postsecondary institutions. ONECA serves 133 First Nations in Ontario.

The Project Coordinator will work collaboratively with the Project Curriculum Consultant, the Videographer, the ONECA Executive Director, and all others associated with the project, to ensure that the project goals are fulfilled.

Essential Duties and Responsibilities

- Responsible for the coordination of the project and its activities, including work with the Curriculum Consultant and Videographer
- Research and analysis to support design of the project objectives
- Coordinate steering committee meetings, and ensure appropriate follow-up is completed
- Preparation of draft materials, as necessary to achieve the deliverables of the project, including scripts for the video-recording.
- Development of six modules, inclusive of 21 units, that are complete and prepped for final editing and publishing.

- Oversee finalization of course materials and supplementary documents.
- Upload course materials and supplementary documents to the ONECA website
- Maintain organized and accessible project-related materials (meeting notes, draft documents, research, surveys, presentations etc.) and products.
- Prepare promotional materials associated with the project.
- Coordination of online delivery of the course
- Communicate and provide materials to the steering committee and the Executive Director, according to workplan schedule.
- Reporting to, and working with the steering committee and the Executive Director
- Distribute and promote the information to counsellors, teachers and other school staff.
- Provide updates and reports, as required
- Ensure that participants receive certificate of completion

Required Knowledge

- 3-5 years proven experience in project coordination and/or project management
- Excellent understanding of First Nation communities in Ontario
- Knowledge of postsecondary education systems and needs of First Nation postsecondary students, specifically the needs of First Nations women, in particular.
- Excellent communication skills, both written and verbal
- Excellent interpersonal skills (problem-solving, planning, organization, time-management, teamwork etc.)
- Knowledge of community needs and initiatives
- Understanding of the role of First Nation Counsellors
- Fluency in First Nations language an asset

Preferred Knowledge/Skills

- Must provide a CPIC
- Valid drivers license and reliable vehicle
- Awareness of First Nation protocols
- Able to attend meetings both online and in-person

Location

The ONECA office is located on the Atikameksheng First Nation. This opportunity will be able to work remotely.

Term of Employment

The position runs from Immediately/As Soon as Possible – to March 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 the attention of:

Alicia Cameron
Executive Director, ONECA
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)