



# WINDIGO FIRST NATIONS COUNCIL

## SERVING THE COMMUNITIES OF:

Bearskin Lake First Nation  
Cat Lake First Nation  
Koocheching First Nation  
North Caribou Lake First Nation  
Sachigo Lake First Nation  
Slate Falls Nation  
Whitewater Lake First Nation

## MAILING ADDRESS:

160 Alcona Dr.  
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Sioux Lookout, ON  
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## Employment Opportunity

### First Nations Student Success Program Coordinator One Year Term Position April 2019 to March 31, 2020

**Position Summary:** The WFNC First Nation Student Success Program (FNSSP) Coordinator will be responsible for the development and delivery of programs administered through the First Nation Student Success Program.

#### Duties:

- Coordinate and complete activities under the Windigo FNSSP program including:
  - Review work plan with WFNC Community Education Directors and local First Nation schools and update as required;
  - Oversee the work plan to ensure deliverables are being completed in a timely manner;
  - Review financial planning and budgeting with WFNC Finance Manager;
- Assist the WEA Education Director coordinate the annual Windigo Education Conference
- Prepare and present program status reports for WFNC Management and funding agency
- Prepare annual reports as required by program funding agencies
- Facilitate effective communication with other members of the Windigo staff and First Nation Education Authorities, government departments and agencies and other external organizations
- Extensive Northern Remote Travel
- Conduct any other related activities as requested by the First Nation Council

#### Qualifications:

- Bachelor of Education degree
- Minimum of 3 years teaching experience
- Knowledge and experience in program administration
- Must have experience working in a First Nation education system
- Must have knowledge of First Nation culture, traditions and language
- Understanding of issues and requirements related to information privacy and access
- Must have a clear Criminal Reference and Vulnerable Sector Check

**Location:** Sioux Lookout, Ontario

**Salary:** To commensurate with experience and qualifications

**Closing Date:** April 24, 2019 – 4:00pm

Please submit a detailed resume, cover letter, 3 references with permission to contact and copies of credentials (Diplomas and/or degrees, CRC/VSC, etc.) to:

Windigo First Nation Council  
Attn: Sadie Maxwell, Director of Operations  
P.O. Box 299  
Sioux Lookout, Ontario P8T 1A3  
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