

## **First Nations Education Initiative Incorporation**

***The First Nations Education Initiative Incorporation is a not for Profit Corporation committed to the betterment of Education for all First Nation students in the Province of New Brunswick.***

***The Incorporation is searching for passionate and committed individuals interested in joining the team in the following capacities;***

**Data Administration Coordinator:** (This is a term position ending March 31, 2010)

***The Role:*** Reporting to the Executive Director, the Data Administration Coordinator will assist FNEII with School Success Planning by coordinating the provision of statistical reports through a network of local First Nations community/school resources.

He/she will monitor and coordinate the implementation of a new electronic data administration system, "DadaVan", and capitalize upon FNEII'S investment by ensuring the system is being utilized to its fullest capabilities.

The Coordinator will establish strong working relationships with staff at the community level ,provide training and serve as a liaison with community reps to provide ongoing assistance and quality control.

The Coordinator will also work closely with department of education staff involved in the "Winn School" system

He/she will serve as an internal advisor to the Executive Director, FNEII staff and the Board of Directors regarding reporting and system capabilities.

The Coordinator will perform other such duties as determined by the Executive Director in support of the Corporations objectives including maintaining and enhancing FNEII's Web Site.

***The Person:*** The ideal candidate for this position is a graduate of a recognized post secondary training institution who has specialized in electronic data administration and is fluent in supporting electronic reporting systems.

He/she will have demonstrated thoroughness in statistical data identification and administration through a minimum of 5 years related work experience preferably with a First Nations Community, Agency or Organization.

The successful candidate will have excellent communication skills and a reputation for providing outstanding service to their clients. He/she will have proven the ability to successfully bring a diverse team of individuals together to work towards common objectives by utilizing well developed project management skills. Individuals with an equivalent combination of training and experience may also be considered.

**Transition Coordinator Positions (2)** - Term scheduled to terminate March 31, 2010

**The Role:** These are newly created positions in support of the First Nations Student Success Program. Reporting to the Executive Director FNEII, the primary objective of these positions are to improve student retention rate among First Nations Students by developing and implementing proactive strategies and initiatives designed to prepare and support First Nations Students successfully progress along the education continuum. Goals of these initiatives include increasing parental involvement, enhancing lines of communication among stakeholders, better equipping students to transition from one educational level to another, development of proactive intervention and support teams, guidance and career education.

The Transition Coordinators will work closely with participating First Nations Communities, Early Childhood Educators, Band Operated and Provincial Schools and School Districts, First Nations and Provincial Directors of Education, Guidance and Career Counselors and other local community and school support resources.

**The Person:** You are a university graduate with a degree in a related discipline such as; Education, Behavioural Science, Sociology or Social Work.

You have a solid understanding of provincial First Nations communities, culture, socioeconomic conditions and challenges developed through extensive related work experience in an educational, social development, guidance and or counselling environment working with First Nations students, parents and /or clients.

An independent thinker with and a reputation for the ability to design strategic and innovative solutions, you are highly organized and equally skilled at implementation. You have proven the ability to successfully bring a diverse team of individuals together to work towards common objectives by utilizing well developed communication and human relations skills. Individuals with an equivalent combination of training and experience may also be considered.

***The First Nations Education Initiative Incorporation is located in Fredericton however extensive travel to clients throughout the province can be anticipated.***

***While these positions have been initially established as short term, they may be extended, dependent on program delivery and funding. Salary will be determined commensurate with qualifications and experience. A criminal record check and psychometric Career testing will be part of the Assessment process***

***Individuals sharing our passion and interested in joining our team are invited to submit their résumé, in confidence, on or before September 14,2009 to:***

***[kstaffor@nbnet.nb.ca](mailto:kstaffor@nbnet.nb.ca) or***

***The Executive Director,***

***First Nations Education Initiative Corporation,***

***370 Wilsey Road, Fredericton,***

***New Brunswick***

***E3B5N6***