

Education Administrator

Employment Opportunity
Lennox Island First Nation
(Lennox Island, PE)

Application Closing Date: Monday June 22, 2009

The Education Administrator will be responsible for providing administrative leadership for Lennox Island First Nation educational initiatives, to liaise with a broad range of stakeholders in the educational system, and to prepare related documentation to support the effective and efficient delivery of educational services for members of Lennox Island First Nation.

Statement of Qualifications:

- Undergraduate Degree in Education or undergraduate degree in related field combined with experience working in the education system;
- Experience in accounting and financial management considered a strong asset;
- Knowledge of curriculum frameworks and underpinning philosophies;
- Ability to work independently and as a member of a multi-disciplinary team of professionals;
- Highly developed facilitation and presentation skills;
- Excellent demonstrated leadership and communication skills;
- Excellent interpersonal and cross-cultural skills to work in a First Nations environment;
- Knowledge of First Nation education development, socio-economic conditions, and culture of First Nation communities;
- Ability to deal with highly confidential and sensitive matters;
- Provide satisfactory clearance of criminal record and educational verification checks;
- Valid driver's license and reliable transportation and willing to travel.



Request a detailed job description and/or submit a resume to:

Corinne Dymont

Band Administrator

Re: Education Administrator Search

Lennox Island First Nation

P0 Box 134

Lennox Island, PEI C0B 1P0

Email: corinne.dymont@lennoxisland.com

Telephone: 902-831-2779

Fax: (902) 831-3153

Successful candidates must provide a satisfactory criminal record check and proof of educational background. Only those selected for an interview will be contacted.