

HEAD OFFICE:
ONEIDA NATION OF THE THAMES



387 PRINCESS AVENUE
LONDON, ONTARIO
N6B 2A7

www.aiai.on.ca

PHONE (519) 434-2761
FAX (519) 675-1053

EDUCATION PARTNERSHIP PROGRAM LEAD POSTING

The Association of Iroquois and Allied Indians is inviting applications for an Education Partnership Program Lead. Under the supervision of the AIAI Education Manager, the Education Partnership Program Lead will be responsible for the coordination of the Association of Iroquois and Allied Indians Education Partnership student success initiatives.

The Education Partnership Program Lead will work with an interdisciplinary team, external partners, such as: member Nations, federal and provincial officials and shall be responsible for the following:

DUTIES/RESPONSIBILITIES:

- Attend relevant meetings and gatherings to further AIAI member Nations education priorities;
- Coordinate AIAI education partnership initiatives and designated task teams within allocated budgets;
- Plan, organize and execute meetings and gatherings;
- Consolidate information and develop appropriate written communications; briefing notes, correspondence etc;
- In collaboration with the AIAI Education Manager, liaise and strengthen relationships between member Nations, Provincial Territorial Organizations (PTOs), federal and provincial education systems;
- Collaborate and share information with AIAI member Nation Communities on key developments, priorities and initiatives;
- To serve as AIAI representative on working groups in the development and implementation of the work plan priorities as identified in the provincial initiatives and other federal initiatives;
- Perform financial responsibilities e.g. budget monitoring, proposal writing and reporting requirements;

REQUIREMENTS

- Must have a post-Secondary diploma/degree in the area of public administration and/or education or related discipline;
- Three (3) years work experience in related field;
- Must demonstrate knowledge of federal, provincial education and Indigenous education systems; programming and policies;

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- Must possess strong organizational, communication (verbal and written) and research skills and the ability to multi-task within respective deadlines;
- Knowledge of Indigenous traditions, cultures, and values; general understanding of the current issues relating to Indigenous student success;
- Must have experience in budgeting, proposal writing and reporting;
- Working knowledge of the Microsoft suite of programs;
- Possess a valid Ontario Driver's license;
- Indigenous ancestry preferred;

WORK CONDITIONS

- Travel will be required;
- Ability to attend and conduct presentations;
- Manual dexterity required to use desktop computer and peripherals;
- Overtime as required;
- Lifting or moving up to 10lbs may be required;

DURATION: Full Time/Temporary – 12-month Maternity Contract

SALARY: As per AIAI Salary Grid

APPLICATION DEADLINE: Until position filled;

Please submit a covering letter and a resume with three (3) references to:

ATTENTION: Director of Operations
Association of Iroquois and Allied Indians
387 Princess Avenue
London, Ontario, N6B 2A7
Email: Gstonefish@aiai.on.ca
Phone: (519) 434-2761
Fax: (519) 675-1053

The Association of Iroquois and Allied Indians would like to thank all those that apply, however, only those who are granted an interview will be contacted.