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EMPLOYMENT OPPORTUNITY: PROJECT LEAD: EDUCATION

The Chiefs of Ontario is inviting applications for the position of Project Lead: Education. The Project Lead will be a key member of the Education Sector. Our ideal candidate will have strong project management and communication skills, enjoy working as a team, and have the ability to lead a complex project.

LOCATION: Hybrid/ Toronto, Ontario

DUTIES AND RESPONSIBILITIES:

- Develop and maintain partnerships required for project success.
- Develop and implement accurate reporting mechanisms that measure the efficacy of ongoing projects and inform improvements.
- Develop and implement work plans to address the deliverables within current projects.
- Assist in planning and successful execution of meetings, gatherings and engagement.
- Consolidate information and develop appropriate communication tools.
- Present updates and outcomes as required to a variety of audiences.
- Work closely with consultants contracted to support projects.
- Coordinate support and necessary resources for First Nations communities.
- Ensure projects adhere to OCAP® principles.

RELEVANT SKILLS:

- Relevant post-secondary education.
- Knowledge of First Nation traditions, cultures, and values.
- Experience with the First Nation and provincial education programming and policies.
- Excellent communication skills, including listening, written and verbal.
- Capacity to work effectively independently and as a member of a team.
- Experience with community engagement, data collection and analysis.

DURATION: November 2023 – March 31, 2025, with the possibility of extension based on funding availability.

APPLICATION DEADLINE: Open until filled.

Only successful candidates will be contacted.

Successful Candidate must be fully vaccinated against COVID-19 and Eligible to work in Canada.

Send letter of application, resume and include two references marked confidential to:
Ashley Nardella, Human Resources
opportunities@coo.org