



## EMPLOYMENT OPPORTUNITY

Internal / External

### Micro Credentials Project Coordinator

10-Month Fixed Term Contract

#### About FNTI (First Nations Technical Institute)

FNTI has been a leader in Indigenous education since its establishment in 1985, celebrating the successful graduation of over 4000 students with certificates, diplomas, and degrees in partnership with Ontario's Colleges and Universities. As an Indigenous post-secondary institution, FNTI is dedicated to offering responsive educational programming tailored for Indigenous learners across a diverse range of post-secondary disciplines, including aviation, health, social work, and public administration. FNTI's main campus is in Tyendinaga on Ontario's beautiful Bay of Quinte. We offer programming to various community locations throughout the province as well as virtual programming.

#### Job Summary:

The Project Coordinator reports to the Program Manager, Micro-credential Programs, and has a key project management role in the development and preparation for delivery of new micro-credentials in asynchronous delivery environments, with unique wrap-around supports. The Project Coordinator is also responsible to support the Program Manager and related teams by developing and monitoring a project plan, liaising with multiple internal and external stakeholders to achieve project objectives, documenting progress, and continuously reporting on risks, successes, and opportunities. The Project Coordinator also assists the Program Manager to manage administrative coordination tasks related to the delivery of current and planned micro-credential courses. The Project Coordinator focusses on these responsibilities while ensuring that the project upholds a commitment to Indigenous knowledge and ways of knowing, being, and doing.

The Project Coordinator will work as part of a collaborative, collegial, positive, and engaged development and teaching team, community partners, and the broader FNTI community.

#### Key Responsibilities:

- Coordinate development of asynchronous learning modules from established frameworks, including mapping work from planning to completion and ensuring all project milestones are met on time and within budget.
- Collaborate with course developers, instructional designers/consultants, learning management system specialists, information technology staff, teaching and support teams, student support consultants, and administrators and management across FNTI to gather requirements, monitor and update the work plan, and ensure alignment with project objectives and FNTI's values as an Indigenous Institute.
- Provide support to Program Manager, Micro-credential Programs, EMSS, and IT team members for the micro-credential curriculum upload to the learning management system.
- Coordinate regular reviews of project schedules and track feedback from participants on the development process to capture lessons learned for future projects and to contribute development data to quality improvement metrics.
- Schedule and support all project team meetings by tracking all action items and deliverables and preparing all pre and post meeting documentation.
- Schedule and support Program Advisory Circles under the direction of the Program Manager, ensuring quality community engagement principles are met, and input from Indigenous community members and employer representatives is received, catalogued, actioned and with accountability loops built in.
- Monitor project costs and ensure Program Manager is apprised of developments that may impact project financial commitments.

- Prepare time-sheets, review invoices, and assist with other financial documents/transactions prior to Program Manager approval and processing with Finance.
- Draft project progress and final reports for sign off, prepare briefing notes and compose project related correspondence.
- Maintain project records.
- Document work flows, task check lists, templates, and procedures for continued operational sustainability beyond project development phase.
- Provide support with meetings related to micro-credential deliveries, including scheduling, communications, and drafting minutes,
- Support coordination with program team(s) and stakeholders, including teaching staff,
- Collaborate with Program Manager on delivery planning documentation, including supporting the development and maintenance of workplans, trackers, schedules, and other records,

### **Qualifications:**

- Bachelor's degree or diploma in Education or a related field, or a combination of Certificate level of education plus three years of relevant experience coordinating projects in an educational environment. Additional project management training is an asset.
- Proven experience in project coordination, particularly in education or e-learning environments.
- Experience with asynchronous learning methodologies and instructional design principles.
- Familiarity with learning management systems (LMS) and e-learning authoring tools.
- Excellent organizational, communication, analytical, and problem-solving skills, with strong attention to detail and ability to multi-task.
- Proficiency in project management tools, software and application of principles
- Experience developing tracking systems for project deliverables, work plans, and quality improvement data and experience utilizing online tools to create unique tracking systems.
- Experience in coordinating meetings and managing records and documentation to high levels of accuracy and standards of record keeping
- Experience with face-to-face and online/distance education and familiarity with teaching technologies

### **Other Knowledge, Skills, and Abilities**

- Proven experience in relationship building and project stakeholder engagement
- Strong writing, graphic and oral presentation skills
- Knowledge of wise practices in e-learning and understanding of the system of roles across education professionals: course writers, e-learning specialists, education managers, community advisors
- Ability to communicate with diverse audiences from local community members to staff and academic team members.
- Must understand the importance of creating accessible, relevant and empowering programming for Indigenous learners, non-Indigenous learners and communities that is rooted in Indigenous knowledge.
- Demonstrated knowledge of the history of Indigenous peoples and communities, and understanding of/appreciation for Indigenous ways of knowing, being and doing.
- Ability to demonstrate an understanding and commitment to quality assurance and the principles of program evaluation
- Must be able to demonstrate and articulate the importance of education from the perspective of Indigenous self-determination and sovereignty
- Excellent organizational skills and time management skills to meet tight deadlines;
- Highly organized with the ability to manage multiple tasks and priorities effectively.
- Understanding of LMS/Brightspace system will be considered an asset

### **Conditions of Employment:**

- Willing and able to travel on occasion as well as work overtime as required.
- Successful candidates must provide a satisfactory CPIC and Vulnerable Sector Check.

**Note:**

- All qualified applicants are welcome to apply, however FNTI provides preference to those applicants with Indigenous ancestry who self-identify.
- Must be legally entitled to work in Canada.

**Please forward cover letter, resume, and two references by May 21, 2024 to:**

Raven Tabobandung, HR Advisor

Email: HR@fnti.net

FNTI is committed to creating an accessible and inclusive organization. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA) and the Ontario Human Rights Code (OHRC), applicants may request accommodation related to the protected grounds at any stage of the hiring process.

**Thank you for your interest with FNTI. Only those selected for an interview will be contacted.**