
Job Description

Territorial Coordinator

SUMMARY:

Reporting to the Director of the Governance Secretariat, the Territory Coordinator shall be responsible for coordinating and creating awareness on Education Jurisdiction process at the community level. Coordinate community level work plan for community coordinators, and activities on Education Jurisdiction process, Final Agreement Negotiations activities, and possible Education Jurisdiction model. Assist in the development Participating First Nation (PFN) education assessment, and support First Nation Education Constitutional Development at the community level.

DUTIES AND RESPONSIBILITIES:

- To coordinate Territory Coordinator activity by ensuring the objectives of the annual work plan are been secured;
- To support the creation of community positions, such as Community and Youth Workers, that would create awareness on the Education Jurisdiction process and final agreement details;
- To coordinate creating awareness and understanding of Education Jurisdiction Negotiations and the final agreement process among the PFN members, educators and leadership of the communities, and with the members of Tribal Council community both on and off reserve, using a variety of communication materials and tools;
- To coordinate awareness and understanding of the various governance and education jurisdiction options by planning, preparing and conducting community information workshops and meetings on and off reserve;
- To develop and maintain a cooperative working relationship with the Oji-Cree Cultural Centre, Kwayaciiwin Education Resource Centre, Northern Nishnawbe Education Council, Tribal Councils and First Nations within NAN;
- To coordinate and maintain regular contact with other local coordinators within NAN on results of community meetings;
- To coordinate and provide a variety of communication and information materials for use in the community awareness processes;
- To coordinate and collect existing documentation from within Nishnawbe Aski Nation territory that might be relevant to the governance and education jurisdiction final agreement negotiations including existing community-based research;
- Attend all NAN and designated community meetings, and Governance Secretariat training sessions;

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- To coordinate travel and costs for the NAN Negotiators/staff travel into communities to assist in consultations;
 - Report monthly on all territorial activities and feedback including off reserve community contact, and report on all information sessions including meeting details on who attended and what transpired;
 - Assist in the data collection and participate in research as requested at the community level to enhance the final agreement negotiations; and
 - To coordinate and secure reports on all territorial project activities in accordance with the required schedule;
 - To perform additional related duties as may be assigned from time to time by the Director of Governance Secretariat.

ACCOUNTABILITY:

- The Territorial Coordinator will be accountable to the Director of the NAN Governance and Treaty Implementation for the implementation of duties and responsibilities.
- The Territorial Coordinator will be accountable to the Executive Director for overall work performance.

LOCATION:
CREATED:

Thunder Bay, Ontario
January 2019

