

**KEY FIRST NATION EMPLOYMENT OPPORTUNITY**  
**EDUCATION COORDINATOR-POST SECONDARY and K -12**

This employee will work directly under the supervision of the Director of Operations and will maintain complete confidentiality of information at all times. This position will organize, coordinate and manage the activities and matters related to the Post Secondary, K-12, and Employment and Training Services.

**Location :** Key First Nation

**Duties and Responsibilities:**

- Provide Post Secondary, K-12 and Employment Training services to the Key First Nation members according to policy
- Prepare and submit necessary reports to INAC and other funders
- Submit proposals for programming on an ongoing basis
- Assist Director of Operations in preparing a budget for the education programs
- Any other duties that may arise pertaining to education services

**Qualifications:**

- Minimum education-post secondary degree or certificate in education or past relevant experience
- Must have working knowledge of First Nation education programs
- Must have excellent communication skills to deal effectively with students, parents, and external agencies
- Must be experienced with Microsoft Office-Word, Excel and Power Point
- Must be able to work under pressure to meet deadlines and possess excellent time management skills
- Must be able to be a team player as many education programs involve partnering with other band departments

**Salary:** To be determined

Please submit resumes before 4:30 p m, May 27/2011 by fax, in person or email to:

Joanne Griffith,  
Director of Operations  
594-2545 fax  
[j.griffith@keyband.com](mailto:j.griffith@keyband.com)