



Liard First Nation Executive Council Office

PO Box 328, Watson Lake YT, Y0A1C0

Ph: 867.536.7901

Fax: 867.536.7910

Email: chiefandcouncil@liardfirstnation.ca

POST-SECONDARY EDUCATION COORDINATOR JOB DESCRIPTION

Position: Post-Secondary Education Coordinator

Department: Education and Employment

Supervisor: Education Director

Type: Full-time; permanent

Salary: Salary is dependent upon experience and qualifications

Job Summary

Reporting to the Education and Employment Director, the Education Coordinator is responsible for the administration and coordination of the Liard First Nation (LFN) education programs within the terms of the funding agreements and/or departmental policies. The Education Coordinator will take direction from the Education and Employment Director on the planning, prioritizing, and administration of education programs, encompassing the areas of K-12 Education, Post-Secondary, and Aboriginal Head Start (AHS).

Main Duties

- Work collaboratively with LFN students, parents, and education officials where required to determine client needs.
- Coordinate intake and processing of post-secondary student funding applications.
- Develop detailed education plans for each student.
- Maintain ongoing support for post-secondary students who are receiving funding.
- Maintain an accurate and up-to-date system for all student files and records.
- Respond to inquiries from students or parents on educational programs and funding options.
- Ensure all the required documentation and reporting has been completed, reviewed,



Liard First Nation Executive Council Office

PO Box 328, Watson Lake YT, Y0A1C0

Ph: 867.536.7901

Fax: 867.536.7910

Email: chiefandcouncil@liardfirstnation.ca

and submitted to the Education and Employment Director in accordance with the funding agreements and/or departmental policy.

- Submit monthly spreadsheet to the Finance Department of students approved for living allowance funding with amounts to be paid, financial information, and other information as required.
- Provide monthly statistics to Education and Employment Director on inquiries, approvals, students being funded, and outreach initiatives for all education programs.
- Work collaboratively with Employment and Training to build efficiencies for members who participate and complete training for potential employment opportunities or resume building.
- Handle all personal and private educational information in a confidential manner.
- Perform all other work-related duties as requested by the Education and Employment Director.

Education, Knowledge and Skills

Education: High school diploma and/or equivalency obtained through coursework and/or experience is required.

Experience: Experience in education administration and experience programming in a cross-cultural setting, preferably with Yukon First Nations is an asset.

Knowledge & Skills: Demonstrated excellent interpersonal, relationship-building skills are required, as well as strong verbal and written communications. Ability to work pleasantly and effectively with a wide range of people of different ages and cultures, in potentially emotionally charged situations. Ability to work respectfully with others in a cross-cultural environment. Knowledge of Liard First Nation history, culture, traditional territory, and demographics. Tact, intuition and diplomacy, strong work ethic and good judgment, and the ability to work well in a team environment. Working with advanced knowledge of computer software such as MS Office (Word/Excel/PowerPoint) and internet.

Decision Making

This position is responsible to the Education and Employment Director and to Liard First Nation



Liard First Nation Executive Council Office

PO Box 328, Watson Lake YT, Y0A1C0

Ph: 867.536.7901

Fax: 867.536.7910

Email: chiefandcouncil@liardfirstnation.ca

Members. The incumbent works independently and takes initiative within established policies, procedures, objectives, and priorities. Decision-making is required for the day-to-day operation of Liard First Nation education programs and setting work priorities.

Impact/Accountability

This position is accountable for compliance with legislation, meeting department goals and work plans, ensuring expenditures adhere to the terms and conditions of funding agreements and do not exceed budget and revenues, and enforcing standard operational policies and procedures.

Working Conditions

The incumbent in this position may be required to travel in and out of territory and respond to inquiries outside of work hours. Some overtime and weekend work may be required. The position mediates, de escalates, resolves, intervenes, and provides solutions through face-to-face or virtual meetings.

Conditions of Employment

- Complete Vulnerable Section Criminal Record Check

To Apply

To apply to this position please submit a cover letter outlining your relevant experience and your resume to the Education Department Director Amie Charlie at amie.charlie@liardfirstnation.ca.