



UNION OF ONTARIO INDIANS

"To give a voice to the vision of the Anishinabek Nation and to preserve Anishinaabe Bimaadziwin while advancing our goal of Nationhood."

EMPLOYMENT OPPORTUNITY

Anishinabek Educational Institute Program Coordinator (Social Services Programs)

LOCATION: Munsee Delaware Nation Satellite Office

STATUS: This posting is for an existing vacancy

Full Time Position with Benefits

(after successfully completing 3 months of employment)

Salary Range: \$62,373 to \$70,690

Under the direction of the Campus Manager, the **Program Coordinator (PC)** is responsible for overseeing the day-to-day coordination, organization and implementation of AEI's postsecondary program delivery and academic support (Social Services Programs) for both instructors and students. The PC serves as a resource, tutor, motivator, and advocate for students, while ensuring program delivery aligns with partner requirements, organizational policies, and quality assurance standards. This role also involves ensuring instructors are supported with the tools and guidance needed to meet their instructional responsibilities, and that students are equipped to successfully meet the academic requirements of their program. The PC plays a key role in maintaining smooth program operations and fostering a positive learning environment.

QUALIFICATIONS:

- Degree or diploma in the Social Services field;
- 2 years of relevant experience, preferably in a post-secondary education setting;
- Experience in coordinating, monitoring, assessing, and assisting people with services/programs;
- Working knowledge of Indigenous Post Secondary Institutes and Program Delivery considered an asset;
- Experience working with a First Nation organization;
- Demonstrated proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint, and relevant programs and software, with the ability to learn new technologies and tools; and
- Must possess a valid Ontario Driver's License, be insurable under the organization's vehicle insurance policy, and be willing and able to travel regularly for work-related events, meetings, and other duties as required.

REQUIRED SKILLS:

- Excellent written, verbal, and interpersonal communication skills;
- Strong organizational and multitasking abilities;
- Proactive and self-motivated, with the ability to take initiative and work independently when required;
- Ability to build and maintain positive relationships with students, instructors, and community partners;
- Demonstrated leadership, problem-solving, and team collaboration skills;
- High level of professionalism and confidentiality;
- Experience in student advocacy and academic support;
- Willingness to adapt to changing priorities and educational needs;
- Ability to tutor and teach adult learners is considered an asset;
- Knowledge of Anishinabek culture, traditions and communities; and
- Ability to understand and speak Anishinaabemowin or willingness to learn.

RESPONSIBILITIES:

- Recommend qualified instructors and field placement supervisors (where applicable) to the Campus Manager;
- Support research, development, and coordination of new and existing programs in collaboration with the Program Development Coordinator;
- Prepare required materials/resources to plan course instruction; liaise with the Program Assistant for ordering and replenishment;
- Orient instructors on AEI policies and timelines, and act as their point of contact;
- Ensure quality assurance by reviewing course materials and coordinating assignment schedules to support student success;
- Monitor and assess student progress, coordinate schedules across programs, and support instructors in addressing student needs;
- Ensure availability during all program sessions, supporting logistics and student needs;
- Provide academic support and tutoring, coordinate community/workplace support during intersessions (blended deliveries);
- Assist students with securing required placement documents and advocating for students as necessary;
- Participate in AEI and partner Program Advisory Committees, providing updates and supporting curriculum revisions working in collaboration with the Program Development Coordinator to follow up on any required program curriculum updates;
- Contribute to program reviews as required by AEI and/or partner organizations and access and participate in relevant training as required;
- Remain informed of all legislation and policies related to the program of study; ensuring changes and updates are incorporated into the program delivery;
- Attend and participate in meetings, committees, retreats, and conferences as directed by AEI and UOI administration;
- Ensure compliance with UOI Policies and AEI Operational Guidelines;
- Support budget planning and monitor program funding and expenditures in collaboration with the Campus Manager; and
- Other duties as assigned.

APPLICATIONS MUST INCLUDE THE FOLLOWING:

- Cover Letter;
- Resume;
- Three employment references (preferably current or previous managers/supervisors);
- An indication of whether the applicant has previously been employed by the Union of Ontario Indians (please note: if applicable, a reference check will be conducted with the applicant's former immediate supervisor); and
- An indication of whether the applicant is a member of one of the 39 Anishinabek First Nations.

The Union of Ontario Indians welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates participating in all aspects of the hiring process.

Applications must be received no later than 4:30pm on Friday, January 30, 2026.

Applications are to be submitted to:

Human Resources Department

Fax: (705) 497-9135 | Email: human.resources@anishinabek.ca

For inquiries regarding this position, please contact:

Lacey Smith, Munsee Campus Manager

Email: lacey.smith@anishinabek.ca

Miigwech to all applicants for their interest, however, only those who qualify for an interview will be contacted.