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# Eelūnaapéewi Lahkéewiit Job Posting

## Post-Secondary Coordinator



### Job Summary

**Location:**

Delaware Nation  
Education Department  
14760 School House  
Line  
Thamesville, Ontario  
N0P 2K0

**Industry**

Education (Lifelong  
Learning)

**Job Status:**

Permanent Full-Time  
35 hours per week

**Salary:**

\$50,000 - \$60,000 per  
year

**Closing Date:**

March 6, 2026

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The Eelūnaapéewi Lahkéewiit (Delaware Nation) Council is currently accepting applications for a Post-Secondary Coordinator within the Education Department.

**SUPERVISION**

The Post-Secondary Coordinator shall be under the supervision of the Eelūnaapéewi Lahkéewiit Education Manager.

**SCOPE**

The Post-Secondary Coordinator will administer the Eelūnaapéewi Lahkéewiit Post-Secondary Program. The Post-Secondary Coordinator will provide academic guidance and counselling to Eelūnaapéewi Lahkéewiit students transitioning into and/or attending Post-Secondary Education institutions. The Post-Secondary Coordinator will ensure that the Eelūnaapéewi Lahkéewiit Post-Secondary Program maintains compliance with the Eelūnaapéewi Lahkéewiit Post-Secondary Program Policy and the Indigenous Services Canada National Guidelines.

**DUTIES & RESPONSIBILITIES** (to include but not be limited to the following):

- Oversee the day-to-day operations of the Delaware Nation post-secondary program
- Maintain a financial database of funds committed and spent, as per funding requirements
- Make recommendations to the Education Committee for sponsorship and financial commitment regarding student applications
- Liaison with post-secondary education institutions, Indigenous units, Indigenous education councils/circles and other pertinent departments
- Research to stay informed on relevant post-secondary education institution programming and admissions criteria, government programs and funding, and other regulations, standards and guidelines
- Provide accurate information, support, advocacy and direction to applicants and students to enable them to reach their academic and career goals
- Build and maintain positive working relationships with students, community members, post-secondary education institution staff and other organizations through ongoing communication
- Recommend policy amendments as necessary to meet student needs
- Review acceptance letters, and send sponsorship letters.
- Process applications as per established intake deadlines
- Maintain relevant records and digital files with respect to student applications and academic history
- Monitor student grades and process student program reports at the school year end
- Collect financial support, curriculum and fee information from students in a timely manner
- Represent the program at Career Fairs, information sessions and other events
- Develop and maintain positive working relationships with faculty and staff at educational institutions
- Facilitating the annual Post-Secondary orientation session
- Responsible for maintenance of Dadavan database and ISC reporting requirements

**QUALIFICATIONS:**

- Familiarity with the Delaware Nation community or willingness to learn
- Minimum Bachelor's degree in Education, Counselling, Career Development, Indigenous Studies or Social Sciences
- Three years of related experience (post-secondary student guidance and counseling) an asset

**RATED REQUIREMENTS:**

- Understanding of Canada's and the United States post-secondary education system
- Understanding of First Nations program delivery experiences and challenges within post-secondary education
- Demonstrated counseling knowledge and experience
- Strong verbal and written communication skills
- Excellent organizational and time management skills
- Proficiency in Microsoft Outlook, Word and Excel as well as navigating the internet
- Willing to travel, valid driver's license, and unrestricted access to reliable transportation
- Sign and adhere to an Oath of Confidentiality
- Current criminal reference check

Interested candidates, please submit a **Cover Letter** (outlining your qualifications as per job posting), **Résumé, and 3 references to** – two (2) work related and one (1) character in a sealed envelope to:

Mike Deleary  
 Director of Operations  
 Eelūnaapéewi Lahkéewit (Delaware Nation) Administration Office  
 14760 School House Line  
 Thamesville, Ontario  
 N0P 2K0

**Marked: CONFIDENTIAL – Post Secondary Coordinator**

*Pursuant to Section 16(1) of the Canadian Human Rights Act, Eelūnaapéewi Lahkéewit gives preference to First Nation applications.*

*While we sincerely appreciate all applications, only those candidates selected for interview will be contacted. Please note the selected candidate will be required to submit a current CPIC/Vulnerable Sector Search and consent to a background reference check.*