



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 (AEI)

Program Development Coordinator

WORKSITE LOCATION: On-site at the Union of Ontario Indians Sudbury Satellite Office, AEI Nipissing Campus or AEI Munsee Delaware Campus.

Full-time Position with Benefits, including a defined contribution pension plan starting day one and employer-paid group insurance following three months of employment, in accordance with plan terms.

Vacancy Type: Existing Vacancy

Salary Range: \$63,621 to \$72,103

The Program Development Coordinator (PDC) is responsible for coordinating and supporting the development, implementation, and maintenance of program curriculum, ensuring alignment with quality assurance standards and accreditation requirements. Working under the direction of the Quality Assurance Manager, the PDC supports program development processes, coordinates advisory committees, maintains curriculum documentation, and contributes to program reviews and continuous improvement activities. This role supports AEI's strategic priorities by advancing high-quality, culturally grounded programming that is responsive to community needs, labour market demands, and accreditation requirements.

QUALIFICATIONS:

- Minimum 3–5 years' experience in curriculum development or program development at the post-secondary level;
- Bachelor's degree in Education, Indigenous Studies or related field; equivalent combination of education and relevant experience may be considered;
- Experience designing, developing, and evaluating curriculum, including writing learning outcomes and assessments at the post-secondary level;
- Working knowledge of Indigenous post-secondary education, program delivery models, and quality assurance/accreditation processes;
- Experience working with an Indigenous Institute, First Nation organization and/or Indigenous communities is considered an asset;
- Knowledge of curriculum standards, program mapping, and accreditation requirements (e.g., IAESC, MCURES, or similar bodies);
- Proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint) and the ability to learn new systems; 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 as required.

REQUIRED SKILLS:

- Excellent written, verbal, and interpersonal communication skills;
- Strong organizational and time management skills, with the ability to manage multiple priorities and meet deadlines;
- Demonstrated attention to detail and accuracy in all aspects of work;

- Ability to work both independently and collaboratively within a team environment;
- Strong research, analytical, and problem-solving skills;
- Ability to build and maintain relationships with staff, communities and partners;
- Ability to coordinate meetings, committees, and projects effectively;
- Demonstrated commitment to professionalism, ethics, and confidentiality;
- Knowledge and understanding of Anishinabek Nation communities, culture, and educational priorities; and
- Ability to understand and speak Anishinaabemowin, or willingness to learn.

RESPONSIBILITIES:

Program Development & Coordination

- Conduct research and environmental scans related to labour market trends, education pathways, and community needs;
- Support the development of program proposals, feasibility studies, and supporting documentation;
- Coordinate Program Development Advisory Committees (PDACs), including identifying and vetting members and supporting meeting logistics; and
- Prepare materials and summarize recommendations for review by the Quality Assurance Manager.

Program Maintenance & Quality Assurance

- Support program reviews by conducting program mapping analysis and preparing draft reports;
- Coordinate and implement approved curriculum updates and revisions;
- Ensure curriculum documentation aligns with quality assurance standards and accreditation requirements; and
- Maintain organized curriculum files and databases to support audits and reporting.

Instructional & Program Support

- Assist in supporting instructors with curriculum delivery, planning, and assessment tools;
- Utilize evaluation data (student feedback, instructor feedback, KPIs) to support program improvements; and
- Assist with updates to course outlines, program descriptions, and learning outcomes as required.

****Not an inclusive list of job responsibilities. Complete job description is available upon request.***

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 Tuesday, April 14, 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:

Melanie Miller, Program Development Coordinator

Email: melanie.miller@anishinabek.ca

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