



## EMPLOYMENT OPPORTUNITY

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| <b>Position Title:</b> | Post Secondary/Adult Education Coordinator  |
| <b>Classification:</b> | Full-Time Permanent   |
| <b>Salary Rate:</b>    | \$32.85-\$37.49 an hour (Subject to education and/or experience or a combination of both) |
| <b>Start Date:</b>     | July 27, 2026   |
| <b>Location:</b>       | MAGNETAWAN FIRST NATION, 10 Highway 529, Britt, ON P0G 1A0                                |
| <b>Hours of Work:</b>  | Monday to Wednesday 8:00am-5:30 Thursday 8:00am-4:30pm                                    |

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### **POSITION SUMMARY**

Magnetawan First Nation Education Department is now accepting applications to fill a Post Secondary/Adult Education Coordinator position. The coordinator will oversee the planning, implementation, and evaluation of post-secondary programs, including credit, non-credit, and professional development courses. The Program Coordinator will oversee and engage with membership sponsored students that support a successful academic journey.

### **DUTIES AND RESPONSIBILITIES**

- Support students in registration and sponsorship applications.
- Intake, record keeping and upkeep of students' files.
- Updating of Post Secondary policies, and service delivery model
- Maintain a financial database of funds committed and spent, as per funding requirements
- Liaison with post-secondary education institutions, Indigenous units, Indigenous education councils/circles and other pertinent departments
- Research to stay informed on relevant post-secondary programming and admissions
- Provide accurate information, support, advocacy and direction to applicants and students to enable them to reach their academic and career goals
- 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
- Complete all reporting requirements internal and external
- Represent the program at fairs, information sessions, conferences, and other events
- Create an annual post-secondary orientation session
- High level of proficiency using software applications, video conferencing, and learning Management applications preferred. Must have a working knowledge of Office365, Teams, Zoom, D2L, etc.
- **All other duties as assigned.**

### **EDUCATION & EXPERIENCE**

- First Aid & CPR Certificate.
- Must possess excellent organizational and time-management skills.
- Must have proficient level of communication skills, verbal and written.
- Knowledge of Anishinaabe customs and traditions is an asset.
- CPIC-VSS required.
- Have Reliable transportation and be willing to travel for one-one visits, post secondary and to adult places of learning.
- Minimum of 1 year experience working within the Post Secondary/Adult Education field.
- Excellent communication skills (oral and written).
- Effective public speaking and presentation skills.
- Strong interpersonal skills with ability to work as part of a team and independently.

**Please send your resume with a cover letter, contact information and two recent employment references to:**

Magnetawan First Nation  
10 Regional Rd, Hwy 529  
Britt, ON  
POG 1A0

Email: [recruiter@magfn.com](mailto:recruiter@magfn.com)

Closing date: Friday, June 19, 2026 (Late applications will not be accepted.)

Miigwech to all those who apply but only those applicants demonstrating the above noted qualifications will be contacted for an interview.