



External Employment Opportunity

Job Title: Education Outreach Officer

Location: To be determined

Hours of Work: 35 hours per week

Salary: \$42,000

Job Description:

The Education Outreach Officer is responsible for assisting in the development, coordination and delivery of Indigenous education and child/youth initiatives within the NLESD and Wards of Qalipu First Nation. The Officer will be responsible for assisting in the delivery of the Education Outreach Program, the Outdoor Education Program and other child and youth special projects and initiatives. The Officer will coordinate community engagement sessions, schedule meetings, deliver cultural content and assist in the administration of programs and events.

Responsibilities:

- Assisting in the delivery of the Outdoor Education Program, including interpretation, instruction and supervision duties
- Assisting in the coordination and delivery of the Education Outreach Program, including delivering cultural content during school visits and school event coordination
- Assisting in the development, coordination and delivery of education and child/youth special projects as identified by the Team Lead
- Coordinating community engagement sessions
- Writing and reporting
- Providing support to related Education and Training projects that further the culture and heritage of the Mi'kmaq people
- Assisting in the promotion of programs and events

Qualifications:

Education:

The preferred candidate will have a degree or diploma in a field related to education or community development.

Experience:

The successful applicant will have teaching experience and/or experience coordinating and delivering child/youth programs. They will also have experience working as part of a team in a fast paced and dynamic work environment. Consideration will be given to those applicants who possess equivalent training and experience.

Working Conditions:

This position will have duties predominantly met during regular business hours. Travel and overnight stays are required during the Outdoor Education Program at Killdevil Camp and Conference Centre in Lomond from May to June and from September to October, annually. Additional travel and flexibility of work schedule is required.

Apply: Please apply electronically with cover letter, resume and three business references using MS Word to: jobopportunities@qalipu.ca with subject line: **“Education Outreach Officer”**.

Qalipu First Nation
Attention: Mrs. Janet McAuley,
Human Resources Manager
3 Church Street
Corner Brook, NL A2H 2Z4

Deadline for receipt of Cover Letter and Resume: Wednesday, February 5th, 2020 at 4:00 pm.

Please Note:

Diplomas/certificates for Post-Secondary Education and Training and a Code of Conduct with a vulnerable sector query is required.

The successful applicants must possess a valid driver's license and have access to a private vehicle.

QFN is an equal opportunity employer, in situations where candidates have equal credentials, preference will be given to aboriginal candidates. If you are a member of Qalipu First Nation please indicate it in your cover letter.