IFN of Ontario
JOB DESCRIPTION

Job Title	Education Generalist
Reports To	Director of Intergovernmental Affairs
Location	Hybrid/Remote
Employment Type and Hours of Work	Full Time 8:30 am to 4:30 pm

Position Summary

The Education Generalist provides administrative, research, and project support to the Independent First Nations (IFN) and its member communities on education-related initiatives. Working under the direction of the Director of Intergovernmental Affairs, the Education Generalist assists with coordinating meetings, researching education programs, preparing reports and educational resources, and supporting communication between IFN member communities and education partners.

The Education Generalist works collaboratively with IFN staff while developing an understanding of federal and provincial education systems, First Nation education priorities, and community needs. IFN provides support to member communities only upon request and acts as an information provider and resource to its member Nations.

Key Responsibilities

1. Administrative and Project Support

- Provide administrative support for education-related projects and initiatives.
- Assist in preparing correspondence, reports, meeting agendas, minutes, and presentation materials.
- Maintain project files, records, and documentation.
- Assist with scheduling meetings and coordinating logistics.
- Support project activities as assigned.

2. Community Communication and Information Sharing

- Assist with communication between IFN member communities and education partners.
- Distribute education-related information, resources, and updates.
- Respond to routine inquiries and requests for information.

- Maintain contact lists and communication records.
- Support the development of positive working relationships with member communities.

3. Research and Information Coordination

- Conduct basic research on education programs, funding opportunities, and emerging issues.
- Collect and organize information for reports, briefing notes, and presentations.
- Assist with gathering statistical and program information.
- Maintain organized records and information databases.

4. Meetings, Workshops and Events

- Assist in coordinating meetings, workshops, conferences, and education events.
- Prepare meeting materials and presentation packages.
- Assist with participant registration and event logistics.
- Support follow-up activities after meetings and events.

5. General Office Support

- Provide general administrative assistance to the Director of Intergovernmental Affairs and IFN staff.
- Maintain office files and electronic records.
- Assist with ordering office supplies and educational materials.
- Participate in team meetings and training opportunities.
- Perform other duties consistent with the position as assigned.

Working Relationships

- **Director of Intergovernmental Affairs** Provides direction, guidance, work assignments, coaching, and performance feedback.
- **IFN Staff** Works collaboratively with IFN staff to support education initiatives and organizational priorities.
- **Member First Nation Communities** Communicates with education staff, community representatives, and leadership to support information sharing and education initiatives.
- **External Organizations** Maintains professional relationships with educational institutions, government representatives, funding organizations, and other stakeholders as required.

Qualifications

Education and Experience

- Post-secondary education in Education, Office Administration, Public Administration, Indigenous Studies, Social Sciences, or a related field, or an equivalent combination of education and experience.
- Previous administrative, customer service, volunteer, or project support experience is considered an asset.
- Experience working with First Nation communities or organizations is considered an asset.
- Experience using Microsoft Office applications.

Core Competencies

- **Communication**
  Ability to communicate effectively with IFN staff, member communities, and external stakeholders through verbal and written communication.
- **Organization and Time Management**
  Ability to organize work, manage multiple priorities, and meet established deadlines.
- **Research and Information Management**
  Ability to gather, organize, and maintain accurate information, records, and documentation.
- **Relationship Building**
  Ability to establish and maintain respectful and professional working relationships with member communities, colleagues, and external partners.
- **Teamwork**
  Ability to work collaboratively with others while contributing to organizational and project objectives.
- **Professionalism and Integrity**
  Maintains confidentiality and demonstrates professionalism, accountability, and ethical conduct in all aspects of the position.

Work Environment

The Education Generalist works in a hybrid environment, including remote work and engagement with IFN of Ontario leadership, staff, and member communities.

The position involves regular communication with community representatives, participation in meetings, workshops, and education-related initiatives. Work may include attending community meetings, training sessions, conferences, and other events in support of IFN education priorities

Physical and Sensory Demands

Work involves extended periods of computer use, virtual meetings, and document review. The role requires sustained concentration, attention to detail, and the ability to analyze data and prepare reports.

Travel may involve extended periods of sitting and participation in meetings or engagement sessions. Occasional lifting of materials or equipment up to approximately 20 pounds may be required.

Travel Expectations

Employees of IFN of Ontario may be required to travel to attend meetings, engagement sessions, and project activities.

Travel may include day trips or overnight stays. The employee must be able to represent IFN of Ontario in a professional and respectful manner when engaging with First Nation communities and external partners.

Conditions of Employment

- Satisfactory Criminal Record Check
- Valid driver's licence and ability to travel as required
- Must maintain confidentiality of organizational and project information

Disclaimer

This job description outlines the general nature and level of work expected of the position. Duties and responsibilities may evolve over time to meet the operational needs of IFN of Ontario.

Acknowledgement

Employee Signature: _____
Date: _____

Human Resources Signature: _____
Date: _____