IFN of Ontario

Job Posting: Education Generalist

Organization: IFN of Ontario
Location: Hybrid / Remote (Travel Required)
Position Type: Full-Time, Term, ending **March 31, 2027**
Hours: 37.5 hours/week (Monday to Friday, 8:30 AM – 4:30 PM)
Salary Range: **$20.00-$22.00 hourly**

Help Strengthen First Nation Education Through Collaboration

IFN of Ontario is seeking an enthusiastic and motivated Education Generalist to support education initiatives that benefit its member First Nations. This is an excellent opportunity for someone beginning their career who is passionate about education, relationship building, and supporting First Nation communities.

Working alongside IFN staff, member communities, and external partners, the Education Generalist will assist with education projects, research, communication, meeting coordination, and information sharing that supports positive educational outcomes across IFN communities.

If you enjoy learning, working with people, and making a meaningful contribution, this position offers an opportunity to gain valuable experience while supporting initiatives that strengthen First Nation education.

What You'll Be Part Of

- Supporting education initiatives and projects that benefit IFN member communities.
- Assisting with communication between IFN, member communities, and education partners.
- Coordinating meetings, workshops, and education-related events.
- Conducting research and gathering information on education programs and opportunities.
- Preparing reports, presentations, and educational resources.
- Building positive relationships with member communities and external stakeholders.

What You'll Bring

- Enrollment in Post-secondary education in Education, Office Administration, Indigenous Studies, Public Administration, Social Sciences, or a related field, or an equivalent combination of education and experience.
- Strong organizational and communication skills.
- Proficiency with Microsoft Office applications, including Word, Excel, Outlook, PowerPoint, and Teams.
- Ability to work independently and collaboratively as part of a team.
- Strong attention to detail and the ability to manage multiple priorities.
- A willingness to learn and develop knowledge of First Nation education systems and community priorities.
- A valid Ontario driver's licence and the ability to travel as required

Why This Role Matters

Education plays a vital role in strengthening First Nation communities and creating opportunities for future generations. As the Education Generalist, you will support initiatives that promote collaboration, information sharing, and community engagement while helping IFN member Nations advance their education priorities.

This position offers the opportunity to develop valuable professional experience while contributing to meaningful work that supports education, partnerships, and community success.

How to Apply
Interested candidates are invited to submit their resume and cover letter outlining their qualifications and experience to dianemn@ifnc.ca. Only those selected for an interview will be contacted.

Competition Open until September 24, 2026 5 pm EST
Please visit our website for a detailed job description of this position.
www.independentfirstnation.ca