

COMMUNITY DEVELOPMENT ANALYST (2 Positions)

Authority

The Community Development Analyst works under the supervisory function of the Languages and Cultures Coordination Team.

Purpose

The Community Development Analyst is responsible to facilitate community planning, decision-making and implementation of local priorities and the delivery of educational services. The Community Development Analyst will utilize the PATH and other planning processes to engage community members and local authorities in participatory governance and community based development.

SPECIFIC RESPONSIBILITIES

1. Works with First Nations, funding agencies, and local educational leaders to develop an education strategy for lifelong learning based on a foundation of languages and cultures;
2. Plan and implement initiatives supporting the community's long-term educational needs;
3. Implement the First Nations Education Strategy and support the reporting and evaluation of the implementation;
4. Engage and assist the First Nations in the development of priorities for community initiatives;
5. Participate in the development of the key performance indicators as set out in the evaluation framework in collaboration with First Nations education leadership;
6. Compile a quarterly report to First Nations regarding services provided, along with status updates for projects as requested;
7. Facilitate networking between First Nations;
8. Participate in regular team meetings to plan and review progress of team activities;
9. Participate in the development of supports and professional development opportunities to First Nations on community planning;
10. Participate in special assignments, initiatives and projects as assigned/required;
11. Ensure that service reports are completed in a timely manner;

Qualifications

Education & Experience:

- Master of Education in Educational Administration with a minimum of five years related work experience in management and administration of an education institution or organization or equivalent combination of education and experience;
- Must respect the philosophy that the answers are within each First Nation and each First Nation is distinct;

- Demonstrated educational leadership skills in the areas of community development, program and service delivery development;
- Demonstrated experience and knowledge of the issues and history of First Nations education at local, regional, and national levels;
- Demonstrated experience in decision-making, problem-solving, the establishment of priorities, dealing with various governance bodies, organizations, and communities;
- Knowledge of Manitoba First Nations education development and reforms, bodies of knowledge and socio-economic conditions of First Nations communities;
- Demonstrated organizational, oral and written communication, interpersonal and presentation skills;
- Computer proficiency required;
- Ability to deal with highly confidential and sensitive matters;
- Provide a satisfactory clearance of criminal record and provincial child abuse registry checks;
- Valid driver's license and reliable transportation and ability to travel;
- Ability to work independently and as a member of a team of professionals.

Interested applicants are invited to submit their resume and cover letter (please state position title applying for), along with (3) professional reference listings (including a most recent employer reference). **Deadline: 4:00 p.m. Tuesday, January 26, 2021 or until filled to:**

Human Resources
Manitoba First Nations Education Resource Centre Inc.
2-1100 Waverley Street, Winnipeg, Manitoba R3T 3X9
Email: hr@mfnerc.com | Fax: 204.942.2490

Preference will be given to First Nations people and applicants are asked to self-declare in their resume or cover letter. We thank all who apply, however, only those selected for an interview will be contacted. Incomplete applications will not be considered. No phone calls will be accepted. Successful candidates must provide satisfactory criminal and child abuse registry checks.