

## **ASSOCIATE EXECUTIVE DIRECTOR**

### **Authority**

The Associate Executive Director reports directly to the Executive Director.

### **Purpose**

The Associate Executive Director is responsible for the provision of comprehensive organizational support to the Executive Director and is a member of the Senior Management Team. A demonstrated respect for First Nations knowledge, languages, and cultures. Fluency in a First Nations Language is desirable for this position.

### **Specific Responsibilities**

1. As a member of Senior Management, works collaboratively with the Executive Director, Director of Finance, and Director of Human Resources to ensure the effectiveness of MFNERC programs and services;
2. Provides oversight to internal departments: Languages and Cultures, Inclusive Education Services, Organizational Management & Technology, Operations, Reporting and Communications Unit, and the Manitoba First Nations School System to ensure that the programs and services align with the vision and mission of the MFNERC;
3. Provides leadership to Department Directors to ensure accountability measures and timelines are developed and implemented for strategies, proposals, work plans, and budgets and reports;
4. Coordinates meetings with Department Directors to identify research required, and develop strategic plans for the development and implementation of programs and services;
5. Ensures effective service is provided to First Nations schools and students by establishing program and service guidelines, review mechanisms, policies, and procedures for consultant services and other necessary administrative tools and mechanisms;
6. Provides leadership in the overall strategic planning process;
7. Reviews various sources of information and data such as briefing notes, annual reports, work plans, and budgets, proposals, and other documents and recommends final approval by the Executive Director;
8. Sets priorities and organizes workload effectively and efficiently;
9. Coordinates organizational and departmental activities;
10. Oversees a communication and engagement network with First Nation schools, Education Directors and Education Authorities;
11. Establishes linkages with education organizations and governments in other jurisdictions for the purposes of sharing information, and establishing working relationships;
12. Provides support when necessary for special projects, conferences and workshops, and other related activities of the MFNERC;
13. Oversees and monitors contracts for services;
14. Conducts performance appraisals for immediate staff;

15. Drafts correspondence as required;
16. Attends meetings as required; and
17. Other duties as assigned by the Executive Director.

## Qualifications

### Education & Experience

- Master of Education with a minimum of ten years related work experience in management and administration of an education institution/organization and/or a combination of training and experience in the First Nation educational field;
- Demonstrated educational leadership skills in the areas of management, administration, 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, and dealing with various governance bodies, organizations, and communities;
- A strong understanding of First Nations communities and governance structures;
- Awareness of Manitoba First Nations education development and reforms, bodies of knowledge, and socio-economic conditions of First Nations communities;
- Excellent interpersonal and cross-cultural skills to work in a First Nations environment;
- Demonstrated organizational, oral, and written communication, interpersonal, and presentation skills;
- Computer proficiency required;
- Ability to deal with highly confidential and sensitive matters;
- Knowledge of federal and provincial government education programs/policies;
- General experience with financial management systems;
- Provide a satisfactory clearance of criminal record and provincial child abuse registry check;
- Valid driver's license and reliable transportation.

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) by 4:00 p.m. **Friday, July 1, 2022** to:

**Human Resources**  
**Manitoba First Nations Education Resource Centre Inc.**  
**2-1100 Waverley Street, Winnipeg, Manitoba R3T 3X9**  
**Email: [employment@mfnerc.com](mailto:employment@mfnerc.com) | Fax: 204.942.2490**

We thank all who apply, however, only those selected for an interview will be contacted. MFNERC has implemented a mandatory COVID-19 Vaccination Policy for all employees. Successful candidates will be required to show proof of the vaccination. Preference will be given to qualified First Nations applicants; applicants are asked to self-declare in their resume or cover letter. Incomplete applications will not be considered. No phone calls will be accepted. Successful candidates must provide satisfactory criminal and child abuse registry checks.

**Please visit our website at [www.mfnerc.com](http://www.mfnerc.com)**