

Adult Learning and Literacy Coordinator
Job Ad # 300-24-004

Authority

The Adult Learning and Literacy Coordinator reports directly to the Assistant Director of Instructional Services, MFNSS.

Purpose

The Adult Learning and Literacy Coordinator oversees and administers the Adult Learning Program for adults wanting to obtain a Mature Grade 12 Diploma. The Adult Learning and Literacy Coordinator is responsible for supporting, developing, managing, and implementing the Adult Learning and Literacy program in Manitoba First Nation School System (MFNSS) schools. This role includes policy development, procedures and initiatives relating to student enrolment, student retention, and ongoing support to students and parents. The Adult Learning and Literacy Coordinator should have extensive knowledge and experience in First Nations education and actively participate in various initiatives to develop First Nations education.

A demonstrated respect for First Nations knowledge, languages, and cultures, and fluency in a First Nations Language is desirable for this position.

Specific Responsibilities

The Adult Learning and Literacy Coordinator will adhere to responsibilities of the Manitoba First Nations School System's regulations under the direction of the School Principal and the Assistant Director of Instructional Services. An established community-based Adult Learning and Literacy Program will deliver literacy, numeracy and essential skills programs to adults.

The Mature Grade 12 program's delivery follows the Manitoba Adult Learning and Literacy guidelines. The duties of the Adult Learning and Literacy Coordinator shall include the following:

1. Support and guide with the implementation of an Adult Learning and Literacy Program;
2. Ensure the prescribed Manitoba curriculum is implemented to meet the goals, standards, and objectives of the Mature Grade 12 educational program;
3. Support and instruct the program diligently and faithfully with appropriate teaching aids, methods, procedures, and techniques to ensure educational attainment;
4. Creating and maintaining a learning environment will provide the opportunity to acquire knowledge, dignity, independence, and the ability to further post-secondary or employment opportunities;
5. Support and administer a marking system and keep all records required of courses, lessons, grades, assignments, and attendance;
6. Support and schedule and confirm class schedules of required courses;
7. Organize and coordinate meetings and be prepared to share related documentation, resources, schedules, agendas, and reports of the program;
8. Provide liaison services to community agencies and the community on student and family-specific issues as required;
9. Coordinate counselling and liaison activities to meet the needs of the individual students;
10. Manage incoming and outgoing correspondence to the department and organization;
11. Maintain filing systems, processes, and updated files, records, and other documents relating to the program;
12. Liaison with community agencies and MFNSS to support adult learners' goals;
13. Provide support and guidance leading to employment, further education and independence;
14. Maintain and provide updates on Adult Learning programs, policies and handbooks;

15. Provide monthly and annual reports, annual work plans, and other reports/plans as required.

Qualifications

Education, Skills and Experience

- Bachelor of Education degree or post-secondary certificate in education in adult literacy;
- Minimum 3 years of teaching experience in adult education at a community or college level;
- Excellent communication, interpersonal and problem-solving skills;
- Ability to work with adults of diverse backgrounds and learning needs;
- Experience working with First Nations in the field of education is preferred;
- Capable of facilitating learning various subjects, including computers, math, English, and employment skills.
- Strong understanding of First Nations and their governance structures;
- Demonstrated experience in decision-making, problem-solving, establishment of priorities, and dealing with various governance bodies, organizations, and First Nations;
- Ability to deal with highly confidential and sensitive matters;
- Excellent grammatical skills;
- Ability to relate to and communicate well with others;
- Proficient in Microsoft Office software applications;
- Ability to manage and prioritize multiple tasks and meet all deadlines;
- Excellent oral and written communication skills in technical and plain language writing;
- Strong time management and organizational skills and the ability to work under pressure;
- The ability to speak a First Nations Language would be an asset;
- Professional behaviors that personify strong work ethics;
- Excellent interpersonal and cross-cultural skills to work in a First Nations environment;
- Valid Class 5 driver's license;
- Flexible to travel to MFNCS schools throughout Manitoba;
- Satisfactory Criminal Record/Vulnerable Sector and Child Abuse Registry checks.

Interested applicants are invited to submit their resume and cover letter (Adult Learning and Literacy Coordinator quoting *Job Ad # 300-24-004*), along with (3) professional reference listings (including recent employer reference) by 4:00 p.m. on **May 26, 2023** to:

Human Resources

Manitoba First Nations Education Resource Centre Inc.
2-1100 Waverley Street, Winnipeg, Manitoba R3T 3X9
Email: 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 www.mfnerc.org or scan QR code for complete MFNERC Employment Listing:

