



**Program Coordinator
Ogwehoweh Skills and Trades Training Centre (OSTTC)
Salary to be Determined**

Using strong networking and communication skills, as the Program Coordinator you have the opportunity promote OSTTC programs and training through liaisons with community partners and businesses; who are interested in building the education and training skills of Six Nations community members and others striving towards career goals.

- Bachelor's degree in education, social science or business administration, minimum three (3) years' experience

If you are interested, tell us who you are by submitting the following:

1. Cover letter stating how you meet the demands of this position
2. Up to Date Resume highlighting your unique qualifications, and
3. Three (3) work references (letters not required)

GRETI offers a competitive wage, group life and health benefits, defined contribution benefit plan, three (3) weeks vacation to start, AND other non-required benefits!

Applications may be submitted to:

Human Resources, P.O Box 69, 16 Sunrise Court, Ohsweken, Ontario N0A 1M0.

Applications may also be faxed and emailed to (f)(519) 445-4777 or HR@greatsn.com up to 4:00 p.m. on Friday, September 27, 2019. Late applications will not be accepted

GRETI is committed to accessibility for persons with disabilities based upon the core principles of dignity, independence, inclusion, integration, responsiveness and equality of opportunity in employment and training. We welcome all applications; preference will be given to Six Nations members to provide services for the Six Nations community; based on the need to provide professional services, only those applicants meeting the minimum qualifications will be contacted for an interview.



PROGRAM COORDINATOR

Reporting Relationship:

Works under the direct supervision of Chief Executive Officer (CEO) Business Opportunities division of GRETI.

A. **PURPOSE:**

The purpose of the Program Coordinator is to increase awareness of OSTTC's training programs and services among students, job seekers, employers, partners and community. The Program Coordinator will work to build community capacity, partnerships-linkages within Six Nations community and develop linkages/building partnerships with other providers in the target area based on the needs identified for training. The Program Coordinator will work with other administrators of OSTTC projects to align with the OSTTC mission of empowering individuals through education, trades training and professional development.

B. **CORE COMPETENCIES:**

- Effective communication and networking skills
- Excellent organization and liaison skills
- Ability to coordinate multiple projects
- Ability to work in a multidisciplinary team
- Strong presentation skills

C. **QUALIFICATIONS:**

Bachelor's degree in education, social science or business administration, minimum three (3) years' experience

- Knowledge of Six Nations culture and community partners
- Understanding of socio-economic barriers for First Nations peoples
- Strong computer skills including MS Office programs

D. **DUTIES AND RESPONSIBILITIES:**

- Review and research Post-Secondary training opportunities /and other source of funding
- To ensure curriculum standards for OSTTC programs and training
- To infuse culturally appropriate curriculum into mainstream curriculum
- Pursue funding opportunities from federal, provincial, local resources to support training delivery
- Complete OSTTC Monthly Program reports-in collaboration with all staff
- Complete OSTTC Quarterly reports-in collaboration with all staff



- To prepare and maintain school training calendar.
- Develop and always improve student orientation
- To oversee Admin staff and Instructors
- All OSTTC Leave Entitlement requests must be approved

E. ADMINISTRATION

- Communicate program start dates/ cancelations with Sponsors/GREAT Managers, etc
- Ensure to be knowledgeable of all training programs & information
- To assist in executing and planning programs that meet community demand, employer demands
- To identify emerging marketing strategies and test their effectiveness-work in collaboration with the Special Projects coordinator
- Participate in OSTTC website input / social media-work in collaboration with the Outreach/ Special Projects coordinator
- To support the school and its leadership/staff
- To attend networking opportunity and support for the school
- Participate in student recruitment activities/networking
- Sit as a member on community agency committees when requested
- Attend monthly GREAT's PSO meetings
- Sit as a member on the IIC, Aboriginal Education Council-Mohawk College & Laurier University
- Attend staff meetings, provide input

F. COMMUNICATION

- To plan execute and plan programs that meet community demand, employer demands
- To identify emerging marketing strategies and test their effectiveness-work in collaboration with the Special Projects manager
- To support the school and its leadership
- To attend networking opportunity and support for the school
- Sit as a member on community agency committees

G. ORGANIZATIONAL RELATIONSHIPS

With CEO: Receives direction, guidance and encouragement, discusses plans and priorities. Participates in meetings as required and requested.

With GRETI/GREAT Staff: Maintains respectful interaction with all staff at all times promoting professional courtesy and a positive work environment.



With the Public: Represents and promotes OSTTC in a positive respectful manner with community, business partners and vendors.

H. PHYSICAL DEMANDS AND WORK ENVIRONMENT

While performing the duties of this job, the Program Coordinator will typically be in an office setting. The Program Coordinator is required to operate a computer, file and retrieve written documents, and work overtime when required. The physical demands for the above include: standing, sitting, walking, lifting, carrying, reaching, handling, kneeling, and bending.

Non-physical demands are as follows. The noise level in the work environment is usually quiet to moderate. The nature of the position may expose the Program Coordinator to a high level of anxiety due to deadlines, conflicts and demands.

The position can expect frequent change of tasks, working closely with others as part of a team, and frequent tedious exacting work. Emergencies may occur in consultation with Learning Coaches, students and administrative personnel.

I, _____ understand that this job description forms a part of my employment contract as per section 1.0 Recitals- point 1.1. I understand that it is my responsibility to full fill the expectations as identified in this job description.

Furthermore, I understand that I will review this job description with my manager during my annual performance review to identify changes and or updates to my responsibilities.

Employee Signature

Date

I, _____ have reviewed the job description with my employee outlining his or her responsibilities and expectations as the Program Coordinator

Manager/Supervisor Signature

Date