

## **Teme Augama Anishinabek Job Description**

Position: Regional Education Agreement (REA) Coordinator  
Department: Education  
Reports To: Education Manager  
Employment Status: Part- Time  
Employment Type: Term  
Term of Employment: February 2025 – August 2025

### **Position Summary**

The Regional Education Agreement (REA) Coordinator supports education transformation for Teme Augama Anishinabek through research, community engagement, and readiness activities. The role documents the community's education story, supports informed decision-making, and prepares materials related to education governance options, including the REA process. The role works collaboratively with external education consultants and advisors, as required.

### **Primary Responsibilities**

#### **Research and Community Knowledge (30%)**

Conduct research and interviews with community members, Elders, youth, and staff. Review existing draft REA, policies, reports, meeting minutes, and education documents to assess the current education system and identify gaps and opportunities.

#### **Community Engagement and Communication (30%)**

Facilitate focus groups, meetings, and engagement sessions with Teme Augama Anishinabek membership and stakeholders. Develop and administer surveys to assess awareness and perspectives on education transformation and the REA. Summarize and report engagement findings.

#### **Reporting and Knowledge Products (25%)**

Prepare reports, presentations, and visual materials outlining education status, achievement levels, and governance options. Support development of timelines, displays, and digital content to share TFN's education story. Prepare reports and funding proposals for Indigenous Services Canada (ISC), as required.

#### **Team Coordination and Project Support (15%)**

Implement the re-establishment and coordination of the REA Committee, that may include advisors, Elders, youth, and consultants. Assist with coordination, documentation, and compliance with hiring and funding requirements. Collaborate with external education consultants and advisors to support research, engagement, and REA activities.

### **Qualifications**

#### **Education and Experience**

Post-secondary education in Education, Business, or a related field.  
Minimum three (3) years of experience in the education field.

Experience conducting research, preparing reports, and presenting findings.  
Knowledge of First Nation education systems, including the historical impacts of colonial education policies, and familiarity with the history and governance of Teme Augama Anishinabek.

**Skills and Competencies**

Strong research, organizational, and analytical skills.  
Excellent written and verbal communication skills.  
Ability to work independently and collaboratively.  
High level of professionalism, confidentiality, and accountability.  
Proficiency in Microsoft Office and database systems.

**Certifications, Licences and Requirements**

Satisfactory Criminal Record Check with Vulnerable Sector screening.  
First Aid and CPR are considered assets.  
Willingness to participate in training related to student support.

**Physical and Sensory Demands**

Work involves standing, walking, light lifting, sitting, computer use, and meetings.

**Work Environment**

Work occurs in office, with community and regional travel as required. Other duties consistent with this position may be assigned.

**Health and Safety Statement**

Teme Augama Anishinabek is committed to providing and maintaining a safe and healthy work environment for all employees, members, and visitors. All employees are expected to work in compliance with applicable occupational health and safety legislation and adhere to organizational policies, procedures, and safe work practices. Employees must report hazards, follow safe work guidelines, and actively participate in maintaining a culture of safety in all aspects of their duties.

**Employee Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_