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*Le Conseil Scolaire des Premières Nations en  
Éducation des Adultes // The First Nations Adult  
Education School Council*

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**Date: February 17, 2020**

**JOB POSTING**

<b>TITLE OF POSITION:</b>	Project Manager
<b>IMMEDIATE SUPERVISOR:</b>	Executive Director
<b>LOCATION:</b>	To be discussed
<b>DURATION:</b>	2-year project with possibility of extension

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**SUMMARY OF THE POSITION:**

The First Nations Adult Education School Council (FNAESC) wishes to hire a qualified candidate to fill the position of Project Manager. This person will be responsible for implementing the project approved under the Capacity Development Axis of the Regional Housing Strategy.

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**MAIN FUNCTIONS:**

- Implementing all objectives set in the project, including, but not limited to;
  - Creating and maintaining an index of available training opportunities;
  - Creating and implementing a communications plan;
  - Referring communities to available training;
  - Developing, in partnership, training to meet needs.
- Create partnerships with training organizations;
- Attend meetings with partners and funders;
- Update and maintain training materials on existing online platforms;
- Collaborate with the FNAESC housing team and the CoPH Development Committee;
- Complete reporting requirements;
- Support the management team, as requested.

**BASIC REQUIREMENTS:**

- ✓ Possess a Bachelor's degree in an appropriate field of studies - an appropriate combination of education and experience may be considered;
- ✓ 3 to 5 years of pertinent experience in the education, housing or administration sectors;
- ✓ Experience with an Indigenous clientele;
- ✓ Ability to communicate effectively in English and French;
- ✓ Knowledge of Microsoft Office suite and other technological tools (social media);

**ASSETS:**

- ✓ Experience in vocational training and continuing education;
  - ✓ Ability to communicate in an Indigenous language;
  - ✓ PMP designation;
  - ✓ Knowledge of the First Nations housing sector.
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Only candidates with the required experience will be contacted for an interview. All things being equal, priority will be given to members of First Nations communities. Those interested in this position are encouraged to submit their résumé and cover letter before 4:00 pm on March 2, 2020, by email to:

Rola Helou  
First Nations Adult Education School Council  
[jobs@conseilscolaire-schoolcouncil.org](mailto:jobs@conseilscolaire-schoolcouncil.org)

A detailed job description is available at:

[www.conseilscolaire-schoolcouncil.org](http://www.conseilscolaire-schoolcouncil.org)