



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

Employment Category

Title:	Project Manager
Supervisor:	Executive Director
MEES Category:	Professional
Salary Scale:	\$46,575 to \$83,410 annually
Category code:	2143
Hours worked per week:	35 hours
Weeks worked per year:	52 weeks
Number of sick days paid:	10 days
Number of vacation days:	10 days

Job Description

The Project Manager is expected to comply with all rules and regulations of the First Nations Adult Education School Council including the applicable policies, code of ethics and confidentiality expectations.

The Project Manager is expected to act diligently, and with integrity and honesty in the accomplishment of all tasks and functions, as well as in fulfilling all responsibilities, in accordance with the instructions and guidelines given by the employer or the employer's representative.

Under the direction of the Executive Director of the First Nations Adult Education School Council, the Project Manager will carry out the tasks related to the management of a regional "contact point" organization for the communication and delivery of training for housing and infrastructure adult learners, notably elected representatives, housing managers and agents and housing occupants. The Project Manager will also be responsible for managing and supporting FNAESC's partnerships with their First Nations communities, Tribal Councils, the Community of Practice on Housing (CoPH), Indigenous Services Canada, Canada Mortgage and Housing Corporation (CMHC) and the FNAESC and others.

Role and Responsibilities

The Project Manager is responsible for ensuring the successful realization of the implementation of a regional "point of contact" organization that will create, maintain and



communicate a training index for housing and infrastructure. The Project Manager will carry out the tasks detailed in the project plan to meet partner needs and funding organizations' expectations, including:

- Support the implementation of a regional “point of contact” organization for Housing and Infrastructure training;
- Regular face-to-face meetings with partner organizations such as CoPH and the Operating Committee of the Regional Tripartite Housing Committee (RTHC);
- Development, maintenance and communication of a Housing and Infrastructure training index;
- Updating and maintaining training-related documentation on Workplace, including the training index and all other relevant communication tools;
- Maintain training index relevant information on the CoPH website;
- Respond to housing and infrastructure training-related enquiries;
- Consult with First Nations communities, housing managers and agents and housing occupants to identify gaps in training offerings;
- Develop, communicate and coordinate training services, in response to community training needs, created in collaboration with partner organizations;
- Implementation of the regional “point of contact” organization’s two-year work plan;
- Implementation of the regional “point of contact” organization’s communication plan. Update and carry out the tasks associated with the communication plan, as needed;
- Actively participate in regional table meetings and other relevant housing and infrastructure training-related meetings, conferences and assemblies;
- Collect participant feedback on training services delivered.
- Reporting to project partners and funding agents:
 - Prepare and disseminate annual reporting for funding agents, as required.
 - Prepare and disseminate project impact evaluation report.
- All other necessary tasks required for project success;
- Support the Executive Director as requested.