



Built on the foundation of Mino-Biimaadiziwn (Living a Good Life), enriched by our culture, and empowered by the voices of past, present and future generations.

PERMANENT EMPLOYMENT OPPORTUNITY
**Manager of Lifelong Learning Programs - Education
Department**

Salary: Based on Experience

JOB SUMMARY:

The Manager of the Lifelong Learning Programs is responsible for the success of learning programs offered at or through the Lifelong Learning Centre. Reporting to the Director of Education, the MLLP will oversee the delivery of learning experiences that meet the strategic needs of Sagamok Anishnawbek.

POSITION DUTIES:

- Manage Lifelong Learning Program staff, including permanent staff and contracted positions.
- Maintain a safe, positive, pleasant, continuously improving business culture for staff, contractors, and students of Lifelong Learning Programs
- Develop and maintain a strategy to identify programming needs, design and implement programs to meet those needs, and evaluate the success of those programs
- Ensure that internal training and development needs of all Sagamok departments, subsidiaries, affiliates, and interests are identified as a component of the above strategy
- Ensure timely communication of training and development opportunities through processes identified by the Director
- Create and maintain job descriptions for Lifelong Learning Program staff and advise the Director on the organizational structure required to fulfill the mandate of Lifelong Learning Programs
- Advise the director on a strategy for the continuous long-term sustainability of Lifelong Learning Programs
- Lead development and continuous improvement of policies, procedures, and standards that document processes for Lifelong Learning Programs, including but not limited to registration, attendance, tuition, graduation, and certification standards
- Maintain business relationships and contracts with third party education providers, accreditation providers, knowledge-holders, and other agents essential to the success of Lifelong Learning Programs
- Collaborate continuously with the Manager of Lifelong Learning Supports to ensure:
 - that program participants receive timely guidance and support
 - that support client needs are met through programming
 - that funding opportunities are optimized according to parameters set by the Director
 - that data on student success, interests, and capabilities are maintained
 - that programs and supports align to the Comprehensive Community Plan and anticipate local and regional economic needs
- Represent the Director as appointed at community planning processes
- Maintain budgets as assigned by the Director of Education
- Advise the Director of Education on system-level policy, budget, staffing, capital, and political decisions.

TERMS AND CONDITIONS OF EMPLOYMENT:

- Valid driver's license and vehicle for on-the-job use.
- Must be able to work flexible hours.
- Sign and maintain an annual oath of confidentiality.
- Secure and maintain certification in Privacy and Confidentiality.
- Must provide a criminal record check prior to commencing employment.
- Incumbent is subject to three months' probation.

COMPENSATION & BENEFITS:

- Comprehensive benefits packages for full-time employees with Employee and Family Assistance Program, MY HSA (Health Spending Account)
- Registered Retirement Plan (employer matching option)
- Opportunities for professional development

QUALIFICATIONS:

1. A bachelor's degree, or equivalent training and experience, in curriculum development, human resource management, business administration or other related field o A Master's degree or equivalent education is an asset
2. A minimum of five years of related work experience, two at the supervisory level
3. Must have excellent computer skills – Excel, Word, Access, PowerPoint, etc.
4. Must have good communication skills, both oral and written.
5. Excellent interpersonal skills to motivate and supervise staff and relate positively to Band members in dealing with their ideas and/or concerns.
6. Must maintain strict confidentiality in accordance with policies established by Sagamok Anishnawbek.
7. Excellent communication and interpersonal skills and problem-solving skills.
8. Knowledge of the Quality Assurance System/Quality Management Process
9. Knowledge of the Community Development Process.
10. Ojibway language, knowledge and appreciation of Native Culture and Heritage are considered definite assets.
11. Must be able to work as a team member and at times with minimum supervision.

Qualified candidates are invited to submit their cover letter, resumé, credentials, and three work related References (email addresses) through the Online BambooHR process.

By: Until Filled.

Bamboo Link: <https://sagamokanishnawbek.bamboohr.com/careers/227>

FOR A FULL JOB DESCRIPTION PLEASE CONTACT: hr@sagamok.ca

We thank all applicants for their interest; however, only those selected for an interview will be contacted.