



EMPLOYMENT OPPORTUNITY

- Title:** Project Manager – Term Contract
- Location:** T4EA Head Office: Treaty 4 Governance Centre, Fort Qu'Appelle, Saskatchewan
- Other:** All employees are required to submit a current Driver's Abstract and Criminal Record Check with Vulnerability Screen

OVERVIEW:

The Treaty 4 Education Alliance is seeking a Project Planning specialist to lead internal and external teams in designing and mapping a series of projects in First Nations education transformation.

This facilitator will provide a project planning methodology and excellent facilitation skills leading to solid project charter that will carry the Treaty 4 Education Alliance through organizational transformation over the next 3 years.

RESPONSIBILITIES:

- Meet with the organization's leadership to create a background and historical timeline of transformation (this could be done in a survey or interview format)
- Work with staff and board members to identify and prioritize projects within the transformation plan
- Plan and lead strategic planning sessions with a variety of stakeholders to gather inputs from community stakeholders
- Assess PM software and select a tool to manage the transformation projects
- Collaborate with the technical support team to create briefings, documents, position papers, reports and other information for the board and stakeholders throughout the project
- Carry out the board's strategic plan, supporting and enhancing existing programs and services and building effective transitions to a new system of First Nations on reserve education.

QUALIFICATIONS:

- Education and experience in project management, project evaluation and budgeting. A PMP designation would be considered an asset.
- Demonstrated experience in community based participatory research methodologies and policy/program analysis
- Applied knowledge of community development and community outreach strategies and tools, in needs assessment and gap analysis;
- Experience in networking and working with diverse populations
- Excellent written and verbal communication skills in English and including report writing, position paper development and publication/presentation of research results
- Excellent interpersonal, time management, problem solving and organizational skills
- Knowledge of Word, WordPerfect, PowerPoint and Excel

COMPENSATION & BENEFITS:

- Competitive and commensurate with education and experience

ORGANIZATION DESCRIPTION:

Treaty 4 Education Alliance Inc. is a First Nations educational organization providing quality educational supports and services for 12 First Nations in the Treaty 4 territory (Saskatchewan, Canada).

Please visit <http://educationalliance.ca> to learn more about our work with schools.

E-mail your resume and cover letter in confidence to:

mvelestuk@educationalliance.ca

Re: "Project Manager"

**Marcy Velestuk
Treaty 4 Education Alliance
PO Box 1579
Fort Qu'Appelle, Saskatchewan
S0G1S0**

Closing Date:

Monday, October 16, 2017

Midnight