



Employment Opportunity National Aboriginal Lands Managers Association (NALMA)

Position: Director of Education and Training

The National Aboriginal Lands Managers Association (NALMA), is a federally registered not-for-profit organization that is Aboriginal-controlled, community-based, and membership-driven dedicated to raising professional capacity in First Nation land management.

NALMA is seeking an experienced and driven individual to fill the position of Director of Education and Training.

Position Summary:

Under the immediate supervision of the Executive Director, the position of Director of Education and Training will manage the Professional Development Unit. Take lead in the redesign and implementation of the Professional Lands Management Certification Program (PLMCP); establish and maintain academic and other professional partnerships to support PLMCP; coordinate continuing education and training programming relevant to the needs of First Nation Land Managers across Canada; oversee the development of curriculum and instructional delivery of training; develop and implement Prior Learning Assessment Recognition (PLAR) for certification; advance organization goals and strategies in general.

Location: Curve Lake First Nation, Ontario

Employment Type: Two-year contract until March 31, 2021 with a possibility of an extension
Start date is immediate. The successful candidate will be subject to a probation period as per NALMA personnel policy

Language: English
Fluency in both official languages (written, comprehension, and oral) is an asset

Closing Date: **March 29, 2019 at 4:30 p.m.** – Eastern Standard Time (Late applications will not be accepted)

Annual Salary: \$89,112.00 annually

Job Description: Available upon request

Skills, Knowledge, and Competencies:

Must possess:

- High level of managerial, supervisory, and leadership skills;
- High level of organization, strategic planning, project management, research, and analytical skills;
- Excellent oral and written communication skills, including presentation and facilitation to groups varying from ten to several hundred;
- Strong interpersonal, conflict resolution, and problem-solving skills;

- Experience in managing fiscal resources including development/evaluation of business plans, budgets and reporting;
- Experience in education administration with an in-depth knowledge of principles, techniques, and training methods used in adult education;
- Experience in curriculum development and distance learning;
- Experience in planning, organizing, and coordinating the delivery of training and education programs;
- Basic knowledge and understanding of reserve lands management;
- Experience with using computers and related software applications, learning technology software, and other tools (web-based data storage programs, E-learning systems, video streaming, use of social media and current technologies)

Position Requirements:

1. Degree in education/education administration
2. Minimum of two years experience in business management
3. Previous experience in Director of Education and Training role and/or post-secondary sector considered an asset
4. Experience working with First Nations is an asset
5. Own transportation and a valid driver's license
6. Willing to work overtime and travel including weekends and evenings
7. Successful candidate will be required to provide a criminal record check as a condition of employment
8. Submit two (2) current **dated and signed** letters of reference to accompany resume.

How to Apply: Mail, Fax or Email the following:

1. **Covering Letter**
2. **Resume**
3. **Two Current Signed and Dated Letters of Reference**

Send To: Leona Irons, Executive Director
 National Aboriginal Lands Managers Association
 1024 Mississauga Street, Curve Lake, Ontario, K0L 1R0
 Fax: (705) 657-7177 or Email: liron@nalma.ca

Thank you to all applicants; however, only those selected for an interview will be contacted.