

## Academic Partner-Institutions Manager- Full Time Position

We are seeking an organized, efficient, and qualified individual to maintain and manage programs between our organization and its partner organizations. The Academic Partner-Institutions Manager will be accountable to the Executive Board of the En'owkin Centre to implement the Educational Strategic Plan and activities associated. In this role, the individual will act as the middle person between En'owkin Centre, our Syilx Post-Secondary Institution, and its external Community-Based Programming Partners. The successful candidate will oversee, maintain, improve and negotiate and implement program agreements to streamline program delivery and operations in collaboration with other En'owkin management staff. The individual will act to resolve outstanding academic issues, improve internal communications regarding educational programming, advocate for En'owkin Centre programs, and generally ensure that all relationships are as beneficial as possible.

### Duties and Responsibilities

- Maintain thorough knowledge of current First Nations, Provincial and Federal Post-Secondary Education policy.
- Maintain a thorough and current knowledge of all En'owkin Academic Program Agreements, MOU's and MOA's, Service Agreements and Program Delivery Agreements and program development initiatives.
- Maintain and obtain current data from Syilx community leads regarding their post-secondary adult educational needs.
- Maintain a thorough knowledge of Syilx language and culture academic programming strategies as well as an understanding of the mandate of the En'owkin Centre and the Syilx Language Declaration.
- Monitor, coordinate, and communicate strategic academic, language and cultural educational objectives of En'owkin.
- Collaborate and communicate effectively with Partner Institutions in a timely manner as required through Partner Agreements.
- Work with other En'owkin Board and Management staff to develop a greater efficiency of Academic in-house programming and trouble-shoot issues that arise
- Develop and maintain relationships with the ONA and each Syilx community, off-reserve stakeholders, and other entities that may require En'owkin's unique academic, educational, or training services.
- Collect, analyze and utilize data and feedback to identify opportunities to improve the relationship between En'owkin and Partner Institutions.
- Coordinate marketing of En'owkin Educational opportunities at educational fora, events, and Indigenous gatherings.

- Provide updates to partners and the Board of En'owkin in a scheduled and timely fashion.
- Provide oversight for insuring quality assurance requirements of partner institutions, including qualifications of faculty, delivery effectiveness and program and curriculum evaluative measures.
- Act as a positive academic and educational representative and ambassador of the En'owkin Centre.
- Assist En'owkin Academic and Educational Program Managers in the development of educational planning and proposals appropriate to the Mandate and Mission of En'owkin Centre.

## Requirements and Qualifications

- Master's or Higher Degree in appropriate area required
- 2+ years of experience in Indigenous Adult Education or related role preferred.
- Experience in IAHLA Institutions or equivalent First Nation Adult Education programming.
- Knowledge in Indigenous language, culture and arts post-secondary education.
- Excellent verbal and written communication skills
- Ability to communicate in formal settings.
- Self-motivated with a willingness to take initiative and solve complex problems
- Experience in development and negotiation of agreements.
- Background in post-secondary data analysis reports.
- Ability to thrive in a fast-paced and sometimes high-pressure environment
- Ability to travel out-of-town to communities, institutional meetings on a regular basis.
- Own vehicle and driver's licence a must.

**Closing Date for Applications: January 15<sup>th</sup>, 2019.**

Start Date: Negotiable to January 30<sup>th</sup>, 2019.

Remuneration commiserates with qualifications.

Applications Process: Please send Cover Letter and full CV including 3 references by email to Anna Tonasket at En'owkin HR. Email [justicecoordinator@vip.net](mailto:justicecoordinator@vip.net).

Call En'owkin Centre at (250) 493 7181 to enquire further.