



Job Posting: Senior Program Coordinator  
Department: Education Services  
Location: Charlottetown or Summerside, PEI  
Position: Permanent, Full Time 37.5 hours/week  
Salary: \$90,000 – \$115,000  
Deadline to apply: May 30, 2025, 3:00 pm

The Mi'kmaq Confederacy of PEI (MCPEI) delivers quality programs and technical advice to Epekwitk Assembly of Councils, the Abegweit and Lennox Island First Nations' Councils and the provincial Indigenous community. As a member of MCPEI's workforce the successful candidate will be offered a competitive salary, quality benefits, generous vacation, and a respectful, healthy, and safe place to work and grow as a professional.

### **The Role:**

The Senior Program Coordinator will oversee all educational initiatives and employees working in Education Services within the Mi'kmaq Confederacy of PEI (MCPEI). The Senior Program Coordinator will collaborate with First Nations leadership, Directors, and Educators to implement educational programs and policies that support Mi'kmaq learners. The Senior Program Coordinator will report to the MCPEI Executive Director.

### **QUALIFICATIONS:**

#### **Education, Years of Experience**

Graduated from a recognized university with a Bachelor of Education combined with five or more years of senior management experience, classroom teaching, administrative experience, and/or curriculum design. A master's degree in education would be an asset.

#### **Skills/Competencies**

- Knowledge of PEI First Nations, Mi'kmaq culture and history
- Knowledge of the provincial Department of Education policies and legislation
- Knowledge of educational theories, methods and trends within First Nations education including land-based learning and two-eyed seeing
- Demonstrated experience in effectively managing financial and human resources to meet program objectives
- Experience developing proposals, conducting presentations, and writing reports

- Proven ability to manage competing priorities and meet reporting deadlines
- Previous administration and supervisory experience would be preferred
- Ability to problem solve, think strategically, and plan constructively
- Excellent oral and written communication skills
- Ability to collaborate with others and work independently

#### **DUTIES RELATED TO EDUCATION:**

- Collaborate, advise, and provide technical assistance on matters concerning Education to the PEI First Nations, and where appropriate to the provincial Department of Education, PEI Public Schools Branch and other community organizations
- Assist PEI First Nations in preparing resources and development plans as it relates to Education
- Advocate for Mi'kmaq studies curriculum to teach Mi'kmaq language, history, values and culture
- Provide advice for adult education programs in upgrading, literacy and special interest projects
- Provide advice and leadership in evaluating and improving all education (provincial, core and cultural) programs
- Identify, where possible, development opportunities for PEI First Nations that meet community objectives
- Meet with the Education Directors in the First Nation Communities, administration within the schools on a regular basis for progress reports for MCPEI Education Services
- Participate on various MCPEI committees and work cooperatively with other MCPEI staff on various program/projects, in particular, those programs/projects with shared or overlapping purposes with the Education Directorate
- Any ancillary duties that may be required from time to time by the Executive Director

#### **DUTIES RELATED TO ADMINISTRATION:**

- To effectively communicate program concerns and keep the Executive Director informed of developments in MCPEI Education Services
- Responsible for representing MCPEI Education Services at the Duty to Consult Table in providing technical expertise to advance the treaty rights of the PEI First Nations
- To provide the Executive Director with regular briefing notes, progress report on work plan
- To prepare reports, proposals and perform any other related duties relevant to education services or as assigned by the Executive Director
- Build a productive, cooperative working climate within the team, the organization and with other community organizations
- Ensure that the funding agencies receive the required reports within the guidelines as so identified
- Manage the budgetary needs and expenses for Education Services
- Other duties as required

## OTHER:

- Provide a Criminal Record Check
- Provide Covid-19 Immunization Record or Vax Pass
- Valid driver's license and access to reliable vehicle
- You are required to carry a minimum of \$2,000,000 third party liability insurance on your own personal auto insurance policy and must have approval from your insurance company to carry passengers in your vehicle as a part of your job duties

\*Demonstrated equivalencies will be considered.

\*\*MCPEI is open to secondment opportunities and welcomes potential collaborations that support mutual development and knowledge exchange.

\*\*\*Indigenous applicants will be given priority in accordance with the Aboriginal Employment Preference policy of the Canadian Human Rights Commission. MCPEI is committed to providing support and capacity building opportunities to Mi'kmaq individuals with the core competencies to take on positions such as this.

Please email your resume and cover letter to [apply@mcpei.ca](mailto:apply@mcpei.ca) with the Job Title, "Senior Program Coordinator for Education Services" in the subject line

or deliver resume to

ATTN: Human Resource Manager  
Mi'kmaq Confederacy of PEI,  
8 Stan MacPherson Way Charlottetown PEI C1A 0J7

Deadline to apply: May 30, 2025, at 3:00 PM.

We appreciate all those applying for this position and note that only those chosen for an interview will be contacted.