



# Kee Tas Kee Now Tribal Council Education Authority

## Employment Opportunity

Walk with us on our journey towards Excellence in Indigenous Education. Kee Tas Kee Now Tribal Council Education Authority (KTCEA) serves six schools in five First Nation communities in Northern Alberta. KTCEA was created as a result of the vision of KTC leadership and elders to provide a high quality, safe, and effective education system designed by Cree people to serve the needs of Cree students. Our programs and services reflect the unique Cree Language and Identity of the KTC Nations.

**Position:** Post Secondary Transition Consultant

**Annual Salary:** \$100.00 per hour to a maximum of 50 hours/month

**Employment Status:** Contract ( 3 months)

**Closing Date:** Until Suitable Candidate is Found

**Job ID #:** KTCEA.2021.12

**Workplace:** KTCEA Outreach

**Location:** Atikameg, AB

**Job Description:** Working with the KTCEA C&I Director and KTC HRSD Coordinator, this contractor will: Complete a Needs assessment survey. Creation of a work plan for a feasibility study project including the following:

- completing a cost analysis for staffing options
- exploring funding options for a post secondary transitions program
- Completing all necessary applications to have a KTC Virtual First Nations Post Secondary Institution
- Developing a vision and philosophy with strategic and operational plans to achieve the vision
- Establishing a strategy that will include goals, budgets, a business plan and performance indicators
- Identifying, prioritizing and managing the potential risks to KTC
- Providing accurate, complete and timely information to the KTC Board to enable it to meet its governance and legal responsibilities
- Ensuring compliance with significant policies and procedures by which KTC is operated.

**Qualifications:**

- Excellent communications skills
- Experience in report writing
- Demonstrated knowledge and understanding of First Nations Language, Culture, Organizations and Communities.

**Conditions of Employment:** RCMP/Police Criminal Record Check and Intervention Record Check (formerly Child Welfare Check, CWIS) submitted prior to commencement of employment.

**To Apply:** Please submit a cover letter, resume with references via email to [educationHR@ktcea.ca](mailto:educationHR@ktcea.ca) with the job I.D. #KTCEA.2021.12 in the email subject line.

Visit [ktcea.ca](http://ktcea.ca) for more information.

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EXCELLENCE IN INDIGENOUS EDUCATION