



JOB OFFER

TITLE OF POSITION: **Director, Adult Education Center**
IMMEDIATE SUPERVISOR: FNAESC Executive Director
LOCATION: Gesgapegiag

Under the authority of the First Nations Adult Education School Council Executive Director, in collaboration with the Gesgapegiag Adult Education Governance Committee, the Director, Adult Education Center is responsible for the overall leadership, management, and operations of the Center to promote the success of all adult learners. This role is crucial in ensuring that the educational programs and services provided are culturally relevant, of high quality, and aligned with the needs and goals of the community.

Objectives

The primary objective of the Director, Adult Education Center is to lead and manage the Center in a manner that ensures the delivery of high-quality, culturally relevant educational programs. This role involves fostering an environment that supports adult learners' educational, personal, and professional growth within the Gesgapegiag community. It aims to empower adult learners, enhance educational programs, promote community engagement, ensure organizational effectiveness, uphold ethical standards, and facilitate continuous improvement.

Key Responsibilities

- Leadership and Management
- Program Development and Implementation
- Staff Supervision and Development
- Community Engagement
- Financial Management
- Policy and Procedure Development
- Reporting and Evaluations
- Advocacy

Qualifications

- Education: Bachelor's degree in Education, Administration, or related field. Master's degree or higher is preferred.
- A minimum of 30 credits in administration at the graduate level.
- Experience: Minimum of 5 years of experience in educational administration or leadership, preferably in adult education or within a First Nations community.
- Cultural Competence: Deep understanding of and respect for First Nations culture, traditions, and community dynamics.
- Leadership Skills: Proven leadership and management skills with the ability to inspire and motivate a diverse team.
- Communication Skills: Excellent verbal and written communication skills in English. Proficiency in Mi'gmaq and French is an asset.
- Financial Acumen: Strong financial management skills, including budgeting grant/contributions management.
- Strategic Thinking: ability to develop and implement strategic plans that align with the community's education goals and the overall goals of the School Council.

Personal Attributes

- Integrity and Respect: Commitment to ethical leadership and respect for all members of the community.
 - Visionary: Ability to envision and implement innovative educational programs and initiatives.
 - Collaboration: Strong interpersonal skills and the ability to work effectively with diverse stakeholders.
 - Resilience: Capacity to handle complex challenges and make decisions in a dynamic environment.
 - Passion: Genuine passion for education and community development
-

TO APPLY

Interested candidates should forward their curriculum vitae including a cover letter and three professional references to the attention of the **First Nations Adult Education School Council, Human Resources**, at the following address:

jobs@conseilscolaire-schoolcouncil.org

Deadline: [August 9, 2024](#)

We thank all applicants for their interest, and only those with the necessary experience and qualifications will be contacted for an interview.

***Hiring priority is given to (1) Mi'gmaq of Gesgapegiag, (2) Mi'gmaq, (3) First Nations and (4) others.**

For a detailed job description or further information, please send your request to:

tlusignan@conseilscolaire-schoolcouncil.org