

Education Manager

Reporting to the Strategic Lead of Gwitchin Services (SLGS), and leading approximately 6 staff, the Education Manager is responsible for the management of the Vuntut Gwitchin Government's education programs and services.

Primary Responsibilities

- Manages the planning and delivery of education programs and support services for beneficiaries enrolled in the K – 12 public school system, and for full-time and part-time adult learners
- Advises on VGFN legislation, monitoring, evaluating and recommending changes.
- Assists in developing and managing policies, procedures, goals, objectives, budgets and departmental work plans.
- Develops and delivers programs, activities and services related to educational needs of VG citizens.
- Researches and makes application to funding opportunities in support of educational goals.
- Degree or diploma in a related academic field, or the equivalent in relevant experience and/or training
- Knowledge of VG social structure, traditions, language and cultural values; the Yukon education system, programs, services; and educational issues affecting Yukon First Nations
- Knowledge of relevant federal and territorial funding programs
- Experience in budgeting and financial management, negotiating contracts and managing contribution agreements
- Experience developing departmental work plans

- Liaises with the community, businesses, professionals, educational institutions and organizations in promoting educational initiatives for the Vuntut Gwich'in.

- Participates in addressing educational issues with learners, parents and educational institutes.
- Develops a resource library and directs learners and parents to resources and services.
- Oversees scholarship programs and awards.

Essential Qualifications and Preferred Experience:

Closing Date: September 9, 2022 or until filled

Please submit a cover letter and resume (one document) to:

Human Resources Department, Vuntut Gwitchin Government

Email: jobs@vgfn.net