

Eelūnaapéewi Lahkéewiit Job Posting

Post-Secondary Coordinator

The Eelūnaapéewi Lahkéewiit (Delaware Nation) Council is currently accepting applications for a Post-Secondary Coordinator within the Education Department.

SUPERVISION

The Post-Secondary Coordinator shall be under the supervision of the Eelūnaapéewi Lahkéewiit Education Manager.

SCOPE

The Post-Secondary Coordinator will administer the Eelūnaapéewi Lahkéewiit Post-Secondary Program. The Post-Secondary Coordinator will provide academic guidance and counselling to Delaware Nation students transitioning into and/or attending Post-Secondary Education institutions. The Post-Secondary Coordinator will ensure that the Eelūnaapéewi Lahkéewiit Post-Secondary Program maintains compliance with the Eelūnaapéewi Lahkéewiit Post-Secondary Program Policy and the Indigenous Services Canada National Guidelines.

DUTIES & RESPONSIBILITIES (to include but not be limited to the following):

- Oversee the day-to-day operations of the Eelūnaapéewi Lahkéewiit post-secondary program
- Maintain a financial database of funds committed and spent, as per funding requirements
- Make recommendations to the Education Committee for sponsorship and financial commitment regarding student applications
- Liaison with post-secondary education institutions, Indigenous units, Indigenous education councils/circles and other pertinent departments
- Research to stay informed on relevant post-secondary education institution programming and admissions criteria, government programs and funding, and other regulations, standards and guidelines
- Provide accurate information, support, advocacy and direction to applicants and students to enable them to reach their academic and career goals
- Build and maintain positive working relationships with students, community members, post-secondary education institution staff and other organizations through ongoing communication
- Recommend policy amendments as necessary to meet student needs
- Review acceptance letters, and send sponsorship letters.
- Process applications as per established intake deadlines
- Maintain relevant records and digital files with respect to student applications and academic history
- Monitor student grades and process student program reports at the school year end
- Collect financial support, curriculum and fee information from students in a timely manner
- Represent the program at Career Fairs, information sessions and other events
- Develop and maintain positive working relationships with faculty and staff at educational institutions
- Facilitating the annual Post-Secondary orientation session
- Responsible for maintenance of Dadavan database and ISC reporting requirements



Job Summary

Location:
Eelūnaapéewi
Lahkéewiit Education
Department
14760 School House Line
R. R. #3
Thamesville, Ontario
N0P 2K0

Industry
Education (Lifelong
Learning)

Job Status:
Permanent Full-Time
35 hours per week

Salary:
\$50,000-\$60,000 per
year.

Closing Date:

March 15, 2024
@4:00 p.m.

QUALIFICATIONS:

- Familiarity with the Eelūnaapéewi Lahkéewiit community or willingness to learn
- Minimum College diploma in office administration, Business Administration, Social Service Worker or related discipline
- Bachelor's degree in Education, Career, Indigenous Studies or Social Sciences would be considered an asset
- Three years of related experience (post-secondary student guidance and counseling) an asset

RATED REQUIREMENTS:

- Graduate degree in education, social work or related field of study
- Understanding of Canada's and the United States post-secondary education system
- Understanding of First Nations program delivery experiences and challenges within post-secondary education
- Demonstrated counseling knowledge and experience
- Strong verbal and written communication skills
- Excellent organizational and time management skills
- Proficiency in Microsoft Outlook, Word and Excel as well as navigating the internet
- Willing to travel, valid driver's license, and unrestricted access to reliable transportation
- Sign and adhere to an Oath of Confidentiality
- Current criminal reference check

Interested candidates, please submit a **Cover Letter** (Outlining your qualifications as per job posting), **Résumé, and 3 references** – two (2) work related and one (1) character in a sealed envelope to:

Interim Director of Operations
Eelūnaapéewi Lahkéewiit (Delaware Nation) Administration Office
14760 School House Line
Thamesville, Ontario
N0P 2K0

Marked: CONFIDENTIAL – Post Secondary Coordinator

Closing Date: March 15, 2024 @4:00 p.m.

Pursuant to Section 16(1) of the Canadian Human Rights Act, Eelūnaapéewi Lahkéewiit gives preference to First Nation applications.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted. Please note the selected candidate will be required to submit a current CPIC/Vulnerable Sector Search and consent to a background reference check.

Eelūnaapéewi Lahkéewiit Job Posting

POW WOW COORDINATOR

The Eelūnaapéewi Lahkéewiit (Delaware Nation) Council is currently accepting applications for a Pow wow Coordinator.

SUPERVISION

The Pow Wow Coordinator shall be under the supervision of the Pow Wow Committee.

If a Pow Wow Committee has not been established, then the coordinator will be under the supervision of the Director of Operations.

Community Vision Statement

Our vision is a community where people can depend on each other, are respectful, and has the courage to shape our own future.

Scope

The Pow Wow Coordinator will be responsible for the planning, development, management, and evaluation of this year's Annual Delaware Nation Pow Wow on August 31 and September 01, 2024.

Service Contract: Term – 35 hours per week – Apr. 15, 2024 to Sept. 20, 2024.

Duties & Responsibilities (to include but not be limited to the following):

- Oversee the planning, delivery, and evaluation of the Annual Delaware Nation Pow Wow
- Coordinate and oversee fundraising to offset the cost of the powwow
Coordinate fundraising initiatives
- Coordinate and manage event scheduling and details including vendors, dancers, volunteers, drum groups, prizes/honoraria, security, special guests, meals, maintenance, clean-up and give away
- Coordinate & supervise community volunteers to assist with all aspects of the event
- Coordinate and supervise the Miss Moraviantown pageant and/or Youth Ambassador program
- Develop and distribute event advertisements
- Coordinate the purchase or rental of equipment, materials and supplies needed for the event
- Coordinate maintenance of the powwow grounds to ensure the venue is clean and safe
- Produce a final report for presentation to Chief and Council and the community at the annual Gaming Revenue meeting.
- Develop a precedent binder outlining all contact information for each area of the Pow Wow.

Administration

- Develop a comprehensive project work plan and budget
- Responsible for maintaining an organized filing system including but not limited to, activity log book, purchases/receipts, event information
- Report to the Director of Operations on a weekly basis to provide updates



Job Summary

Location:
Eelūnaapéewi Lahkéewiit
(Delaware Nation)
Administration
14760 School House Line
R. R. #3
Thamesville, Ontario
NOP 2K0

Job Status:
Short-term
April 15, 2024 to
September 20, 2024,

Hours of Work:

35 hours per week:

Salary:
\$25.00 per hour.

Closing Date:

March 15, 2024
@ 4:00pm

Qualifications

- Familiar with the Delaware Nation community and Annual Pow Wow
- Experience in event planning
- Ability to develop and monitor a budget
- Good communication skills
- Working knowledge of computers, including Microsoft Office
- Must possess a valid driver's license and have access to reliable transportation

Terms of Position

- 35 hours per week – April 15, 2024 – September 20, 2024.

Salary: \$ 25.00 per hour, as per hours identified in service contract
Hours of Work: Flexible hours

CLOSING DATE FOR APPLICATIONS

Interested candidates, please submit a **Cover Letter** (Outlining your qualifications as per job posting), **Resume, three (3) current letters of references** – two (2) work related and one (1) character in a sealed envelope to:

Interim Director of Operations
Eelūnaapéewi Lahkéewiit (Delaware Nation) Administration
14760 School House Line, R. R. #3
Thamesville, Ontario N0P 2K0

Marked: **"CONFIDENTIAL – Pow Wow Coordinator"**
Closing Date: March 15, 2024 at 4:00 pm

Pursuant to Section 16(1) of the Canadian Human Rights Act, Eelūnaapéewi Lahkéewiit gives preference to First Nation applications.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Please note the selected candidate will be required to submit a current CPIC/Vulnerable Sector Search and consent to a background reference check.



Eelūnaapéewi Lahkéewiit Trainee Positions

Water Plant Operator Trainee (2)

The Eelūnaapéewi Lahkéewiit Council is currently accepting applications for (2) Water Plant Operator Trainee positions within the Eelūnaapéewi Lahkéewiit organization.

SUPERVISION:

The Water Plant Operator Trainees shall be under the supervision of the Public Works Manager/Water Plant Operator.

EMPLOYMENT CONDITIONS:

Contract position (1 - y e a r)

SCOPE

The Water Plant Operator Trainees will be responsible for Water Plant maintenance in coordination with Public Works where applicable.

DUTIES & RESPONSIBILITIES (to include but not be limited to the following):

- Assist with the operations of the water treatment plant.
- Assist with chemical testing.
- Assist with diagnosing problems with mechanical and electrical equipment.
- Record and maintain operational and laboratory records
- Monthly reports.
- Weed eating Fire Hydrants.
- Perform cleaning and backwashing.
- Able to lift up to 50 pounds.
- Occasional crouching, crawling, bending and climbing maybe needed.
- Check on water tower levels.
- Assist with the water shut-off repairs.
- Work together to meet the needs of the community.
- Clean-up shop area

OTHER DUTIES:

- May be required to assist with other programs, services or projects as time permits.

QUALIFICATIONS:

- Familiarity with the Delaware Nation community.
- Grade 12 or equivalent.
- Knowledge of Water Plant operations would be an asset.
- Good communication skills.

Job Summary

Location:
Eelūnaapéewi
Lahkéewiit water
Plant
22830 Centre Road
R. R. #3
Bothwell, Ontario
N0P 1C0

Industry
Water Plant and
Public Works

Job Status:
Contract
35 hours per week
1-year term/contract

Salary:
\$20.00/hr.

Closing Date:

**Friday
March 15, 2024
4:00pm**

- Must be willing to work flexible hours (nights, days, and weekends) as required.
- Must be a Eelūnaapéewi Lahkéewiit (Delaware Nation) member.
- Able to work in any environment. (rain and snow etc.)
- Proof of Valid G- driver's license.
- Access to reliable vehicle.

CLOSING DATE FOR APPLICATIONS

Interested candidates, please submit a **Cover Letter** (Outlining your qualifications as per trainee posting), **Resume, three (3) current letters of references** – two (2) work related and one (1) character in a sealed envelope to:

Interim Director of Operations
Eelūnaapéewi Lahkéewiit (Delaware Nation) Administration
14760 School House Line, R. R. #3
Thamesville, Ontario NOP 2K0

Marked:

“CONFIDENTIAL – Water Plant Operator Trainee”

Closing Date:

March 15, 2024 at 4:00 pm

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

Please note the selected candidate will be required to submit a current CPIC/Vulnerable Sector Search and consent to a background reference check.