


KNet Special Projects Coordinator – Job Description

KNet Special Projects Coordinator		Job Description	
	Status: Full-Time	Supervisor: KNet Operations Manager	Wages: TBD
	Department: KNet	Location: Sioux Lookout	
	Revision Date: Jan 8, 2019	Effective Date: 2019	
Employee name (printed):		Employee signature:	
Supervisor name (printed):		Supervisor signature:	

SUMMARY

The KNet Special Projects Coordinator reports to the Operations Manager and is a member of the KNet Service and Support Team. He or she is primarily responsible for coordinating Special Projects program activities. The KNet Special Projects Coordinator is the point-of-contact for Schools, youth workers and others partners for all KNet special projects and programs that approved for funding annually.

MAJOR DUTIES & RESPONSIBILITIES

1. Promotes the FN SchoolNet, FNSSP and Youth Training programs and ensures that First Nations Schools in Ontario are aware of the available services
2. Coordinates FN SchoolNet, FNSSP and Youth Training programs administrative activities
 - Work with community contacts to ensure program requirements are met
 - Coordinates the distribution of FN SchoolNet letters to participating schools
 - Assists schools with hiring youth workers
 - Support schools in developing workplans for youth
 - Coordinating a youth workshop
3. Is the point-of-contact for communities enrolled in the FN SchoolNet Program, FNSSP Program and Youth Training Program
 - Responds to queries about community connectivity outages and incidents
 - Documents queries and incidents in the ticketing system
 - Escalates incidents to the appropriate KNet resource for advice and resolution
 - Distributes information about community-based funding opportunities
 - Coordinates delivery of equipment to community endpoints
 - Assists with updating the asset management system
 - conducts an annual technology needs assessment of SchoolNet endpoints
 - uses a variety of media (phone, video e-mail blasts, SchoolNet Service Desk poster) to

increases Education Director, Principal, Technician, Teacher and end user familiarity with these programs and inform them about program changes and/or funding opportunities

- Maintains KNet's FNSSP and SchoolNet websites and posts information that supports good practices in the use of information management/information technology in educational settings and First Nations service delivery
4. Prepare monthly, quarterly and annual reports for management and funders.
 5. Write proposals for current and new projects as needed.
 6. Travel as required.
 7. Additional duties as assigned by the Operations Manager

STANDARDS OF PERFORMANCE

- A. Provides timely and accurate response to assigned tasks
- B. Communicates with end users and First Nations representatives in a clear, friendly and persuasive manner
- C. Demonstrates capacity to adapt and learn in a dynamic work environment
- D. Manages time effectively, meets reporting deadlines and provides timely response to requests for project and program information
- E. Is punctual and regularly attends work

QUALIFICATIONS

- A post-secondary education in administration or a related field or an equivalent combination of education and experience;
- Experience working in computer technology and an ability to describe technology in layman's terms
- Ability to work independently and in a team to achieve predetermined goals and meet deadlines
- Ability to travel to regional First Nations
- Goal-directed and process- oriented
- Project management experience an asset
- Knowledge of the people, culture, history of Nishnawbe-Aski Nation and the development priorities of member First Nations.
- ability to adapt to and effectively complete work in isolated and First Nations communities
- ability to speak Cree, Oji-Cree or Ojibway is a strong asset
- Criminal Records Check clearance
- Knowledge of Ontario First Nations Tribal Councils, communities and schools is an asset

Posted until filled.

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