**COUCHICHING FIRST NATION**

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**EMPLOYMENT OPPORTUNITY**

# **Education Manager Couchiching First Nation (*12-Month Contract, Full-Time)***

Couchiching First Nation is accepting applications for the role of Education Manager in a 12-month contract (possibility of extension) to provide leadership and continuity in education services during a temporary leave. The Education Manager serves as the primary point of contact for education staff, students, families, schools, and funding partners, ensuring continuity of services and compliance with Indigenous Services Canada (ISC) education requirements.

Reporting to the Executive Director, the Education Manager will manage day-to-day operations, supervise staff, support student funding processes, and maintain relationships with school boards and education organizations. The ideal candidate will have a strong background in education administration, be confident in managing multiple programs and staff, and be committed to supporting Couchiching First Nation in meeting the educational needs of its community members.

Applicants must meet the following criteria:

* Bachelor’s Degree in Education, Social Work, Public Administration, or a related field
* Minimum 4 years of experience in education administration or program coordination
* Experience working with Indigenous communities or organizations preferred
* Knowledge of Ontario education systems and Indigenous Services Canada programs
* Strong leadership, organizational, and communication skills
* Ability to manage multiple programs, staff, and deadlines
* Valid Class G Ontario Driver’s License and access to a reliable vehicle;
* Must provide a satisfactory Criminal Record Check upon hire;
* Knowledge of Couchiching First Nation's culture, traditions, and operations is preferred;
* Ability to speak Ojibway or a willingness to learn the language is considered an asset.

**Deadline:** July 30, 2025, by 4:00PM CST.

**How to Apply:**

Applicants should include their resume, cover letter and 3 references. References must include three employment related references and written permission to contact those references. You can submit your application to Couchiching First Nation Human Resources by email, mail, or in person.

**By Email:** [**recruitment@couchiching.ca**](mailto:recruitment@couchiching.ca)

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**Postal mail, or in person at:**

Human Resources: Couchiching First Nation

RMB 2027, RR2, Fort Frances, Ontario P9A 3M3

*All suitable, qualified Couchiching Band members shall be given first preference.*

*While we appreciate all who apply, only those selected for an interview will be contacted.*

*All late applications will be returned unopened.*

*All incomplete applications will be returned to the applicant.*

*CFN welcomes applicants from people with disabilities. Accommodations are available upon request. for candidates taking part in all aspects of the selection process.*