



## JOB DESCRIPTION

**TITLE** Post-Secondary Pathway Facilitator

**REPORTS TO** Managing Director

**DIRECT REPORTS** Youth & Community Liaison, Education & Post Secondary

**DURATION** 5-year term position

**LOCATION** Remote

**WORK SCHEDULE** Full-time, Monday–Friday (8:30 AM – 4:30 PM), with flexibility outside these hours based on operational needs.

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## ROLE SUMMARY

The Post-secondary Pathway Facilitator is a catalyst and strategic connector dedicated to advancing supportive, culturally grounded post-secondary pathways for Indigenous youth. The Facilitator plays a critical role in effectively bringing the right people, resources, and opportunities together to strengthen youth in their post-secondary educational journeys, support the reduction of systemic barriers, and promote transformative change.

The Facilitator fosters collaboration and alignment across a diverse network of strategic partners including Indigenous organizations, Indigenous communities, youth, Elders, post-secondary institutions, community-based support personnel, students, and allies, ensuring that supports for Indigenous youth are connected, sustainable, and guided by community priorities. They grow partnerships, guide collaborative planning processes, facilitate knowledge sharing, and assist partners in developing strategic initiatives that support youth through post-secondary school on their path to meaningful careers or entrepreneurship.

This role is instrumental in expanding the ecosystem of support by championing increased collaboration with, and support from, the philanthropic sector and other funding partners to mobilize resources, amplify collective impact, and escalate opportunities for Indigenous learners.

Ulnooweg currently hosts an innovative and impactful Post-Secondary Bursary Program. Key to this role will be growing the impact of the bursary while sourcing partners to ensure the long-term sustainability and growth of the offering.

This position requires regular travel across the Atlantic provinces to cultivate and maintain strategic relationships with Indigenous communities, partners, and stakeholders.

Through trusted relationships, collaborative facilitation, and shared visioning, this role strengthens pathways and helps Indigenous youth thrive throughout their post-secondary journeys and beyond.

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## KEY RESPONSIBILITIES

### STRATEGIC RELATIONSHIP BUILDING

- Develop, grow and maintain strong relationships with strategic partners in the education sector.
- Coordinate with Indigenous organizations, Indigenous communities, youth, Elders, post-secondary institutions, community-based support personnel, students, and allies to support collaborative efforts and culturally responsive initiatives.

### FACILITATION AND STRATEGIC COLLABORATION

- Lead collaborative meetings with post-secondary education partners to set shared priorities and initiatives that enhance post-secondary student access, success, and smooth transitions into employment or entrepreneurship.
- Lead the creation, documentation, review, and ongoing refinement of a collaborative strategic plan in partnership with key stakeholders.
- Collect, analyse, and synthesize data to measure impact, identify trends, illustrate opportunities, and facilitate knowledge sharing.
- Coordinate the exploration, development, and scaling of innovative initiatives.

### ECO-SYSTEM SUPPORT

- Facilitate collaboration among post-secondary education focused strategic partners and external stakeholders.
- Build and foster connections that increase Indigenous community participation in philanthropy
- Advocate for grant funding from Ulnooweg Indigenous Communities Foundation when it aligns with strategic goals, helps remove systemic barriers, and supports the creation of sustainable, accessible pathways for Indigenous youth in post-secondary.

### OTHER RESPONSIBILITIES

- Work collaboratively with and supervise the Youth and Community Liaison, providing mentorship and professional development. Support additional duties and special projects that align with the role and contribute to shared organizational goals.
- Manage and expand Ulnooweg's Post-Secondary Bursary Program by:
  - Monitoring impact and reach and making recommendations for growth and enhancement.
  - Liaising with Employment and Entrepreneurship Pathway Facilitator to connect bursary recipients directly with mentorship, internship, work placement, and employment opportunities.
  - Creating relationships with philanthropic and other sources to securing financial and non-financial partnerships leading to the long-term sustainability and growing impact of the program.



## **QUALIFICATIONS**

### **EDUCATION & EXPERIENCE**

- Post-secondary degree in Education, Indigenous Studies, Community Development, Social Science, or another related field or an equivalent combination of education and lived/professional experience.
- Experience in strategic planning, project coordination, multi-stakeholder collaboration.
- Experience working in the education sector with knowledge of post-secondary institutions, systems, and processes.

### **CULTURAL AND CONTEXTUAL KNOWLEDGE**

- Demonstrated awareness of Atlantic Canadian Indigenous communities and cultures.
- Demonstrated understanding of historical and current factors impacting Indigenous youth, and how these influence their access to and success in post-secondary education.
- Familiarity with Indigenous organizational ecosystems and their role in supporting youth and community development.
- Understanding of culturally responsive pedagogy and trauma-informed approaches in education.
- Experience in Indigenous community engagement, facilitation, and partnership development.

### **FACILITATION AND COORDINATION**

- Experience in group facilitation, collaborative planning, and guiding multi-stakeholder initiatives.
- Ability to manage collaborative sessions including planning and facilitating, while maintaining a safe and respectful environment.
- Ability to synthesize information into a cohesive, collaborative strategy ensuring all voices are represented.

### **COMMUNICATION & RELATIONSHIP BUILDING**

- Proven ability to build and maintain respectful, trust-based relationships with Indigenous communities, Elders, youth, and partners.
- Collaborative mindset with the ability to work independently and as part of a team.
- Excellent written and verbal communication skills, including experience in report writing and presenting to diverse audiences.



## PROJECT & TIME MANAGEMENT

- Strong project management skills with the ability to manage multiple priorities and meet deadlines in a fast-paced environment.
- Demonstrated flexibility and adaptability to respond to evolving organizational and community needs.
- Self-motivated with the ability to work independently as well as in team environments.

## TECHNICAL SKILLS

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and demonstrated ability to work in a cloud-based environment.

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## CORE COMPETENCIES

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|------------------------------|-------------------------|
| • Adaptability               | • Integrity             |
| • Communication              | • Leadership            |
| • Creativity                 | • Negotiation           |
| • Critical thinking          | • Project management    |
| • Client service orientation | • Relationship building |
| • Emotional intelligence     | • Teamwork              |
| • Influence                  | • Strategic thinking    |
| • Initiative                 | • Time management       |

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## WORK CONDITIONS

- Remote work environment.
- Extensive and regular travel is required (approximately 50%).
- Valid driver's license and access to a reliable vehicle.
- Ability to use a desktop computer and peripherals.
- Interacts with upper and middle management, employees, and partners.
- Overtime, as required, and willingness to work some evenings or weekends as necessary.
- Satisfactory criminal record and/or vulnerable sector check.

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Employee Signature

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Date