



Position title: JEAP Implementation Advisor

Type: Full-time Term

Closing date: Until Filled

YFNED is seeking an Implementation Advisor for the Joint Education Action Plan (JEAP). As a member of a small team reporting to the Executive Director, you are committed to advancing education initiatives that will change the landscape of Yukon Education for Indigenous students in the territory.

Our ideal candidate has a strong knowledge of Yukon education systems, and an awareness of the educational and social issues affecting Indigenous learners today. Qualities necessary for success include excellent listening skills, a high level of initiative, good research & analytic skills, and the ability to action the direction provided by the First Nation Education Commission and supervisor.

Partnerships are critical for success, and establishing effective working relationships with governments, Yukon First Nations and others is a key requirement. Strong oral and written communication skills are necessary as providing regular briefings on progress, advancement and completing assigned projects related to the implementation of the JEAP will be necessary. You may be part of a negotiation team in this role, as such, professionalism and quality representation are critical.

Desired Qualifications include:

- Degree in education, First Nation studies, Indigenous governance, public policy or similar; a master's degree is an asset;
- Significant experience working in or for education systems, preferably in the north;
- Successful experience undertaking research and analysis, and preparing a variety of professional documents;
- Experience planning and leading meetings, consultations and delivering updates to a variety of stakeholders;
- Experience project managing multiple tasks efficiently.

Position requirements: Pre-employment acceptable RCMP Security Clearance and vulnerable sector search, valid class 5 Driver's License, acceptable Driver's Abstract. Travel is required in this role, as is occasional weekend and evening work.

Hiring preference will be provided to those who identify as Indigenous. Please self-identify.

Salary: To commensurate with experience; salary range \$84,845 - \$120,959.

Benefits: YFNED offers competitive salaries, paid leave, comprehensive cost-shared extended health & dental program, the option for participation in a self-directed RRSP plan and more.

Duration: Full time term – 1 year with possible extension

For more information about this opportunity, please contact Melanie Bennett, Executive Director, at melanie.bennett@yfned.ca

For more information about our organization, this and other positions at YFNED, as well as how to apply please visit www.yfned.ca/jobs

Applications are to be sent to Human Resources by email to hr@yfned.ca

We thank all who apply and will be in contact only with those we wish to consider further.



Position Title: Joint Education Action Plan Implementation Advisor
Department: Education
Supervisor: Executive Director
Description Date: March 2024

Summary

The Joint Education Action Plan Implementation Advisor plays a crucial role in ensuring the successful implementation of Yukon's Joint Education Action Plan (JEAP), a tripartite agreement involving both the ceded and un-ceded Yukon First Nations, which outlines 4 priorities intended to strengthen First Nation Education in the Yukon. With a strong understanding of Indigenous education, education principles, practices and knowledge of Yukon's education system, the position works to advance First Nation education initiatives in the territory.

The JEAP Implementation Advisor is responsible for driving the successful execution of the Implementation Plan, ensuring alignment with JEAP goals and objectives through research, analysis, close collaboration and communication with internal teams, governments, and stakeholders.

Duties & Responsibilities:

1. Works closely with Yukon First Nations, First Nations Education Commission (FNEC), e governments and stakeholders to carry out the goals and objectives established in the 2025-2035 JEAP Implementation Plan including:
 - a. Language and Culture – Culturally inclusive boards, councils, staff and students; Culturally inclusive schools; Culture and language curriculum; K-12 school language programs; Culturally relevant programs and services.
 - b. Authority, Control and Responsibility – Community Priorities, implementation and capacity building; Overcoming challenges and barriers; Yukon First Nation educational jurisdiction and implementation.
 - c. Sustainability, Supports and Success – Funding, supports and Resources; Capacity Supports; Policy and protocol framework; Accountability, Assessment and Evaluation; Relationships and Partnerships.
 - d. Closing the Academic Achievement Gap – Family and Community Engagement and Supports; Foundations for success including pre-natal, early childhood and lifelong learning; Basic Needs and Employment including attendance, tutoring, engagement and involvement (student supports); Literacy and numeracy initiatives; Transition supports.



2. Responsible for project management of the JEAP Implementation Plan which includes, but is not limited to:
 - the comprehensive assessment and research necessary to identify challenges, opportunities and gaps in the current education system;
 - the coordination of research/background information, leading and/or facilitating meetings, discussions, briefings, decision-making processes;
 - facilitating committees/working groups established in relation to the JEAP;
 - developing, coordinating and undertaking internal and external meetings;
 - drafting reports, agreements, decision documents, etc., and summarizing legal reviews.
3. Develops, implements and adheres to approved detailed work plans outlining goals, timelines, resource allocation and monitoring mechanisms. Coordinates with partners to ensure alignment and agreement with implementation efforts.
4. Collaborates with various partners to develop tailored strategies and action plans to address identified needs and achieve desired outcomes.
5. Provides regular briefings and updates and contributes to reporting on JEAP progress, successes and challenges to First Nation Education Commissioners, delegates, stakeholders and partners.
6. Establishes and implements a monitoring framework and evaluation criteria to track progress, measure impact and identify areas for improvement. Collects and analyzes data to assess the effectiveness of implemented initiatives and make data-driven decisions.
7. As necessary, works with external contractors to delegate projects and tasks, provides oversight and monitors progress on all projects and initiatives related to the JEAP.
8. As requested, participates in supporting multi party negotiations as a representative of YFNED or FNEC and assists as directed, Yukon First Nations (ceded and un-ceded) with various negotiations. For example, education negotiations specific to implementation of section 24 of their Final Agreement & 17 of their Self Government Agreement, their Education Agreements, Memorandums of Understanding (MOU's), Transfer Payment Agreement (TPAs) or other agreements.
9. Stays informed of relevant regulations, acts, policies, and trends impacting education in the Yukon and Canada. Advocates for policy change and reform that supports effective implementation and improved education outcomes for all learners.
10. Adheres to YFNED record and information management processes. Maintains accurate records of activities, outcomes and lessons related to JEAP progress.



11. Other related duties and responsibilities.

Accountabilities:

- Due to the responsibility for overall planning and implementation of JEAP activities, the position has a considerable impact on overall advancement of JEAP priorities, within the scope, budget and deliverables of the approved implementation plan.
- The position is relied upon to provide options and recommendations for advancement of the strategic direction and implementing action plans in response to the identified priorities and initiatives.
- Accurate and timely oversight, tracking and reporting on progress of JEAP initiatives to stakeholders and partners.
- Accountable for assigned budget management.
- Establish and maintain collaborative relationships and continued partnership with members of the tri-partite agreement (Government of Yukon, Yukon First Nation Governments, Government of Canada) and FNEC Commissioners/delegates on the JEAP Implementation plan, work plans and strategic initiatives.
- Development and maintenance of strong and productive networks with First Nations, Indigenous organizations, associations and education institutions.
- Positive representation of the Yukon First Nation Education Directorate (YFNED) in a variety of forums (e.g. by providing presentations, through conversations, at meetings and in working groups).
- Remaining current on best practices and trends in Indigenous education in Yukon and across Canada.

Working Conditions:

- The position generally works in an office environment. On occasion work will be carried out in a school environment.
- Regular travel within the Yukon is necessary, with travel out of Yukon up to 3 times per year.
- This position deals with regular and irregular critical deadlines and the requirement to manage multiple demands simultaneously.
- Working outside of our standard business hours is required. Overtime may be required, with pre-approval from the supervisor.
- Exposure to distressing life experiences may be shared by others, stress, due to the nature of the work and the inter-generational trauma of our learners, families and communities may be experienced.
- Moral conflicts may arise.



Qualifications:

- Degree in education, First Nation studies, Indigenous governance, public policy or similar;
- Considerable experience undertaking research and analysis, and preparing a variety of professional documents;
- Considerable experience working in the education system as a First Nation education manager or director, teacher, education analyst or similar, preferably in the north;
- Experience planning and leading meetings, committees and consultations;
- Experience with project managing multiple tasks efficiently;
- Strong working knowledge of the Yukon's early years, K-12, the trades and post-secondary education systems.

An awareness of educational, cultural and social issues affecting Indigenous children and youth in the Yukon is required for success.

An equivalent combination of education, inclusive of life experience and significant experience in the areas identified above will equally be considered.

Hiring preference will be given to those individuals who identify as Indigenous.

Competencies: In addition to the knowledge and experience required to perform the duties of the position, the following skills and abilities are required:

- Demonstrated ability to problem solve, determine appropriate course of action and solutions.
- Able to utilize best practices, evidence-based approaches and innovative solutions to design effective strategies and interventions.
- Solid influencing skills.
- Proficient with research and analysis, ability to summarize information for varying age groups.
- Solid communication skills, oral, written and visual are necessary.
- Ability to handle sensitive and complex situations with sound judgment, tact and discretion.
- Patience, empathy and humility.
- Demonstrated ability to work with sensitive information and to maintain confidentiality.
- Cross cultural awareness, sensitivity and understanding.
- Strong computer skills and proficient in the use of computer programs, databases and other applications (e.g., MS365, Word, Excel, Outlook) and web-based meeting platforms such as MS Teams, Zoom.
- The ability to work in a First Nations Language is an asset.



Additional Requirements: Acceptable pre-employment RCMP Security Clearance and vulnerable sector check. Valid class 5 drivers license and acceptable drivers abstract.

Signatures: The information contained above on this job description has been designated to indicate the general nature and level of work to be performed by the employee. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities assigned to the job. Job duties are subject to change based on organizational needs.

Incumbent: I have read the foregoing job description and understand it is a general description of the duties assigned to the position occupied by me.

Signature: _____

Date: _____

Executive Director (supervisor): I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position. I approve this position description as being representative of the work required to be performed and that the responsibility levels identified have been delegated to this position.

Signature: _____

Date: _____