

## Tłchq Government Job Description

**Job Title:** Senior Post-Secondary Funding Coordinator  
**Department:** Client Services  
**Reports To:** Tłchq Registrar and Post-Secondary Manager  
**Location:** Behchokò  
**Job Status:** Full Time indeterminate

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### **Purpose**

The Senior Post-Secondary Funding Coordinator is responsible for leading the management and strategic development of post-secondary education (PSE) funding and support services for Tłchq citizens, including those residing outside the Tłchq Lands. The Senior Coordinator mentors staff, manages complex funding cases, develops strategic initiatives, and enhances partnerships with post-secondary institutions.

### **Scope**

The Senior Coordinator will oversee comprehensive student support and funding coordination, including strategic planning, complex funding management, stakeholder relationship building, data analysis, and program improvement. The role includes direct supervision of the Post-Secondary Funding Coordinator and casual staff, ensuring adherence to Tłchq Government policies, legislation, and funding regulations.

### **Duties and Responsibilities**

Under the direction of the Tłchq Registrar and Post-Secondary Manager, the Senior Coordinator:

- 1) **Leads Strategic Student Support Initiatives:**
  - a) Develops and implements strategic plans to improve student retention, graduation rates, and overall academic success.
  - b) Oversees the planning and delivery of targeted training and career counselling programs.
  - c) Conducts complex assessments and interventions for students with high-needs cases.
  - d) Mentors junior staff in effective counselling and case management strategies.
- 2) **Manages Funding and Budgeting Processes:**
  - a) Oversees the preparation, submission, and management of funding proposals and budgets.
  - b) Analyzes funding opportunities, aligns them with strategic goals, and ensures compliance with funders' reporting requirements.
  - c) Leads financial forecasting and reporting to inform strategic decision-making.

**3) Enhances External and Internal Relationships:**

- a) Serves as the key liaison with post-secondary institutions, government agencies, and educational partners.
- b) Represents the Tłjchq Lands at conferences, seminars, and educational forums to build strategic partnerships and collaborations.
- c) Develops and manages effective communication strategies to promote educational opportunities and resources within the Tłjchq communities.

**4) Improves Student Access to Educational Resources and Services:**

- a) Leads the development and dissemination of clear, accessible information on educational programs, funding criteria, and application processes.
- b) Provides leadership in developing online platforms or digital resources to streamline access to funding and educational materials.

**5) Supervisory and Administrative Leadership:**

- a) Directly supervises, mentors, and evaluates the Post-Secondary Funding Coordinator and casual staff.
- b) Oversees the management of student databases and ensures accurate, timely reporting.
- c) Develops and implements administrative processes and policies to enhance operational effectiveness and compliance.

**6) Leads Community Engagement and Workshops:**

- a) Organizes, coordinates, and facilitates high-impact community and stakeholder engagement events and workshops.
- b) Evaluates effectiveness of programs and workshops, using data-driven insights to drive improvements.

**7) Performs other related duties as required.**

## **Supervisory Responsibilities**

The Senior Post-Secondary Funding Coordinator supervises at least one (1) employee. He or she reports to and takes direction from the Manager of Tłıchq Registrar and Post-Secondary.

Casual staff may likely be brought on to assist the Senior Post-Secondary Funding Coordinator. Those casuals will report to the Manager.

## **Education and Skills**

The Senior Post-Secondary Funding Coordinator is expected to have the following educational background, work experience and skills:

- A bachelor's degree in Education, Public Administration, Social Sciences, or a related field; a combination of relevant education and experience may be considered.
- A minimum of 3-5 years' experience in local government or a similar public sector environment, particularly in post-secondary education, funding coordination, or a related field.
- Proven experience in supervision and mentorship of staff.
- Strong strategic planning and budgeting skills.
- Advanced skills in Microsoft Office Suite and relevant databases (e.g., VENN Planner).
- Exceptional communication and interpersonal skills for professional engagement with diverse stakeholders.
- Familiarity with Tłıchq language, culture, and way of life strongly recommended.
- Ability to speak Tłıchq Yatı̄ is an asset.
- Class 5 driver's license.
- Maintain a high level of confidentiality and discretion when handling sensitive information, records, and communications.

## **Working Conditions and Effort**

The Senior Post-Secondary Funding Coordinator is expected to demonstrate the following abilities:

- Ability to sit for extended periods of time;
- Ability to focus and attend to details for extended periods of time;
- Ability to function both independently and as a valuable team member;
- Ability to be a self-starter with excellent multi-tasking abilities;
- Willingness to work pre-approved overtime as required;
- Willingness to travel to the Tłıchq communities, and Yellowknife;
- Ability to maintain effective relationships among peers and external stakeholders; and,
- Ability to identify a problem and devise an appropriate solution.

**Confidentiality**

The incumbent will gain knowledge of personal and/or confidential information. The incumbent will not use any confidential information gained due to this position for his/her benefit or gain or divulge to any persons, firm, company or other organization.

**Certification**

Dated this _____ day of _____, 2022	
_____ Employees Printed Name	_____ Supervisor's Printed Name
_____ Employees Signature	_____ Supervisor's Title
_____ Date	_____ Supervisor's Signature
I certify that I have read and understand the responsibilities assigned to this position.	

The above statements describe the general nature and level of work performed by this job's incumbent(s). They are not intended to be an exhaustive list of all responsibilities and activities required for the position.