

Tłchq Government Job Description

Job Title: Post-Secondary Support Coordinator

Department: Client Services

Reports To: Manager, Tłchq Registrar & Post-Secondary

Location: Behchokò

Job Status: Full-Time, Term Position (funded through the Tłchq Post-Secondary Transition and Mentorship Program; position ends March 31, 2026)

Purpose

The Post-Secondary Support Coordinator is responsible for coordinating and delivering all activities under the Tłchq Post-Secondary Transition and Mentorship Program. This includes managing partnerships with post-secondary institutions, coordinating workshops and cultural programming, supporting students throughout their academic journey, and ensuring the program is responsive to the needs of Tłchq youth.

The Coordinator serves as the central point of contact for students, Elders, facilitators, and institutional partners. They play a vital role in ensuring culturally grounded, accessible, and effective supports are in place to improve student success, retention, and connection to identity.

Scope

This position reports directly to the Manager, Tłchq Registrar & Post-Secondary and is located within the Post Secondary Division within the Client Services Department. The Support Coordinator is responsible for implementing key components of the federally funded Tłchq Post-Secondary Transition and Mentorship Program.

Responsibilities include planning and coordinating 17 workshops, organizing Elder and land-based programming, maintaining communication with university partners, managing program logistics, and supporting students as they transition into and through post-secondary education. The Coordinator must demonstrate strong cultural awareness, communication, facilitation, and organizational skills.

Duties and Responsibilities

1. Student Support and Engagement

- a) Serve as a primary point of contact for Tłchq post-secondary students participating in the program.
- b) Provide ongoing encouragement, reminders, and follow-up to ensure students are

aware of and connected to program offerings.

- c) Help students access tools, resources, and culturally relevant support services.

2. Workshop Coordination

- a) Plan, schedule, and coordinate 12 Transition Workshops and 5 Career Pathway Workshops.
- b) Liaise with facilitators, prepare materials, manage logistics, and ensure smooth delivery of all sessions (virtual or in-person).
- c) Collect attendance and feedback forms after each session.

3. Elder and Cultural Programming

- a) Coordinate Elder involvement across 13 cultural sessions and 14 land-based learning activities.
- b) Manage travel, honoraria, safety protocols, and cultural protocols in collaboration with community representatives.
- c) Ensure cultural knowledge is integrated throughout all student engagements.

4. Partnership Development

- a) Maintain relationships with post-secondary institutions across Canada.
- b) Coordinate joint planning for the Tłı̨chǫ Student Gathering & Orientation.
- c) Ensure logistical needs are met for both virtual and in-person event delivery (room bookings, refreshments, tech support).

5. Logistics and Program Management

- a) Maintain a centralized program calendar and checklist.
- b) Track budgets, monitor participation, and support reporting requirements.
- c) Coordinate procurement of supplies, printing, and student support materials.

6. Data and Evaluation Support

- a) Work with the Data Analyst to collect and track key indicators (attendance, satisfaction, retention).
- b) Ensure student feedback is regularly gathered and used to improve future programming.

7. Communications and Outreach

- a) Promote events through posters, emails, and social media (with support from Communications).
- b) Support the development of student success stories, visuals, and monthly updates.

8. Perform other related duties including providing advice and assistance to managers, senior managers and human resources staff as required

Supervisory Responsibilities

This position does not supervise other staff but works in close collaboration with

facilitators, Elders, consultants, and internal staff. They report to and receive guidance from the Manager, Tłıchq Registrar & Post-Secondary.

Education and Skills

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

- **High school diploma or equivalent required;** a certificate or post-secondary coursework in education, community support, or a related field is an asset but not mandatory.
- **Minimum 2 years of experience** working with youth, Indigenous communities, or in a coordination or outreach role.
- Demonstrated experience organizing events, workshops, or student support programs.
- Strong communication and interpersonal skills, with the ability to build trust with students, Elders, and institutional partners.
- Highly organized and dependable, with the ability to manage multiple priorities and follow through on tasks independently.
- Comfortable using email, Zoom, and Microsoft Office (Word, Excel) or willing to learn.
- Culturally aware and committed to working in a respectful and inclusive way with Tłıchq Elders, youth, and community members.
- Ability to travel occasionally and work flexible hours during events.
- Knowledge of the Tłıchq language or experience in land-based or cultural programming is considered an asset.
- Must demonstrate a high level of discretion and professionalism, and maintain strict confidentiality when handling student information and program-related records.

Working Conditions and Effort

The Post-Secondary Support Coordinator is expected to work in both office and community-based settings. The role may involve travel between Tłıchq communities and occasional participation in evening or weekend events such as student gatherings, workshops, or land-based activities. The Coordinator is expected to demonstrate the following abilities:

- Flexibility to work occasional evenings or weekends, particularly during major events or programming periods
- Ability to manage multiple deadlines and adjust to shifting priorities
- Willingness to travel between communities and post-secondary institutions when required
- Comfort working in a variety of settings, including indoor workshops and outdoor cultural or land-based events
- Ability to maintain professionalism, clear communication, and cultural sensitivity in high-paced or busy environments

Confidentiality

The incumbent may gain knowledge of personal and/or confidential information. The incumbent will not use for their own benefit or gain, or divulge to any persons, firm, company or other organization, any confidential information gained as a result of this position.

Certification

Dated this _____ day of _____, 20__	
_____ Employee's Printed Name	_____ Supervisor's Printed Name
_____ Employee Signature Date	_____ Supervisor's Title
_____ Supervisor's Signature	
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.

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