



Job Posting: Senior Program Coordinator
Department: Education Services
Location: Charlottetown or Summerside, PEI
Position: Permanent, Full Time 37.5 hours/week
Salary: \$80,000

- Proven ability to manage competing priorities and meet reporting deadlines
- Previous administration and supervisory experience would be preferred
- Ability to problem solve, think strategically, and plan constructively
- Excellent oral and written communication skills
- Ability to collaborate with others and work independently

DUTIES RELATED TO EDUCATION:

- Collaborate, advis

OTHER:

- Provide a Criminal Record Check
- Provide Covid-19 Immunization Record or Vax Pass
- Valid driver's license and access to reliable vehicle
- You are required to carry a minimum of \$2,000,000 third party liability insurance on your own personal auto insurance policy and must have approval from your insurance company to carry passengers in your vehicle as a part of your job duties

*Demonstrated equivalencies will be considered.

**Indigenous applicants will be given priority in accordance with the Aboriginal Employment Preference policy of the Canadian Human Rights Commission. MCPEI is committed to providing support and capacity building opportunities to Mi'kmaq individuals with the core competencies to take on positions such as this.

Please email your resume and cover letter to apply@mcpei.ca with the Job Title, "Senior Program Coordinator for Education Services" in the subject line

or deliver resume to

ATTN: Human Resource Manager
Mi'kmaq Confederacy of PEI,
8 Stan MacPherson Way Charlottetown PEI C1A 0J7

Deadline to apply: January 10, 2025, at 3:00 PM.

We appreciate all those applying for this position and note that only those chosen for an interview will be contacted.