



**EMPLOYMENT OPPORTUNITY**  
Internal / External  
**MICRO-CREDENTIAL PROJECT**  
Contracts to December 31, 2021  
*Subject to funding approval*

**About FNTI (First Nations Technical Institute)**

Since establishment in 1985, over 4000 students have graduated successfully from FNTI with certificates, diplomas and degrees, granted in partnership with Ontario's Colleges and Universities. An Indigenous post-secondary institution, FNTI offers programs targeted at Indigenous learners across a wide range of post-secondary disciplines including aviation, health, business, and public administration. FNTI delivers programming locally through its main campus in Tyendinaga on Ontario's beautiful Bay of Quinte, as well as in numerous community locations throughout Ontario.

**Description:**

FNTI has been delivering quality post-secondary programming rooted in culture for over 35 years and we are continuously working to evolve our programs and services to meet the needs of our communities. Recently, we have begun to explore micro-credentials to help communities and Indigenous organizations to strengthen and grow their capacity.

Micro-credentials aim to support employee and community member options for upskilling and increasing their employability skill set and are a major area of focus for the provincial government in recent years.

FNTI has applied to the Ministry of Colleges and Universities' Micro-credentials Challenge Fund Call for Proposals, and as such, are looking for applicants to support the following work, ***subject to our funding application being approved:***

***Micro-credential Suite***

- Indigenous Relations
- Family Violence Worker
- Indigenous Justice
- Sustainable Foods Community Garden, Food Security, Health and Wellness
- Addressing Trauma

**To that end, we are seeking candidates for the following positions on an anticipatory basis:**

**1. Project Lead**

***Time Commitment***

- full time hours; fixed term contract

***Responsibilities***

- Support the coordination and development of FNTI's suite of micro-credentials, including current and projected;
- Support the cross-functional micro-credential team working to support project, including: program leads, curriculum developers, Prior Learning Review and Recognition, and additional consultants;
- Project management, including effective liaison, coordination and communication skills;
- Develop out a micro-credential framework for FNTI that supports ladder opportunities into Stand Alone Programming FNTI's academic programming;
- Develop a common agenda between the program areas that ensures consistent development and delivery of all program elements including schedules, policies and procedures linked to the implementation of the new course packages and the learning management system;
- Coordinate project steering committee;
- Support the coordination of Program Advisory Circle's to incorporate community feedback into programs;

- Identify accreditation and OSAP designation pathways and required action.

### ***Deliverables***

- FNTI Micro-credential Framework;
- Project Steering Committee;
- Formulation of Program Advisory Circle's per program;
- Project leadership and support;
- Proposed micro-credential delivery schedule;
- Accreditation pathway and OSAP designation application.

### ***Qualifications***

- Undergraduate degree in a relevant field with 3-years related experience; or
- A combination of education, training and experience which FNTI deems to be equivalent;
- Experience in an Indigenous setting or educational setting an asset.

## **2. Instructional Designer & Content Developer**

### ***Time Commitment***

- Flexible part time and/or full-time hours; fixed term contracts

### ***Responsibilities***

- Identify instructional design, virtual education design, and pedagogy supports and needs required;
- Provides project leadership and oversight of the Curriculum Development, Storyboarding for approval purposes for migration of the tools and course packages to the FNTI's Learning Management System (LMS) from the academic program perspective;
- Collaborate with program leads, curriculum developers, Program Advisory Circle, and additional project members on the completion of their requisite parts as well as monitor and encourage progress as required;
- Review the course in Brightspace LMS to ensure all components and links are uploaded and accessible and if required, make edits;
- Develop a common agenda between the program areas that ensures consistent development and delivery of all program elements including schedules, policies and procedures linked to the implementation of the new course packages and the learning management system;
- Coordinate communication, critical path and hand off between project stakeholders including Student Success Services and the LMS implementation team as well as attending meetings of the project steering committee.

### ***Qualifications***

- Degree in Education / relevant field an asset
- Instructional Design credential an asset;
- 3 years related post-secondary teaching and learning experiences;
- A combination of education, training and experience which FNTI deems to be equivalent;
- Relevant post-secondary experience in the classroom; and,
- Experience in an Indigenous setting or educational setting an asset.

## **3. Curriculum Developers**

### ***Time Commitment***

- Each module will include an estimated 60 - 70 hours of development and storyboarding commitment;
- Programs have between 3-5 modules each;
- Curriculum development will be a minimum of 60 hours per module assigned.

### ***Responsibilities***

- Development of micro-credential modular-based curriculum;
- Knowledge and integration of Universal Design and adult learning principles;
- Develop course learning outcomes and ensure it is conducive to learners needs; and,
- Integrate Program Advisory Circle feedback into curriculum content.

### ***Deliverables***

- Indigenous Relations
- Family Violence Worker
- Indigenous Justice
  - Indigenous Legal Principles
  - Policy and Effect
  - Family Law
- Sustainable Foods Community Garden, Food Security, Health and Wellness
- Addressing Trauma

**Qualifications**

- A degree or diploma in education or other related field; and
- 3 years' working experience in a related field as it pertains to post-secondary, experience with Indigenous Institute an asset;
- A combination of education, training and experience which FNTI deems to be equivalent;
- Advanced knowledge in the history and context of the Indigenous Peoples in Canada, including the Truth and Reconciliation process and report, and the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP); and,
- Practical experience working with Indigenous communities in the areas of community development/ social work or related fields.

**Conditions of Employment for all positions:**

- Clear CPIC
- Fixed term contract, project based;
- Remote work

**Note:** Please share which position(s) you are interested in. For Curriculum Development, please identify which program(s) you are interested in.

*All qualified applicants are encouraged to apply, however FNTI provides preference to those applicants with Indigenous ancestry who self-identify*

**Please forward your cover letter, resume, and two references to:**

Samantha Souliere, HR Manager

Email: [HR@fnti.net](mailto:HR@fnti.net)

**Thank you for your interest. Only those selected for an interview will be contacted.**