



Job Title: Adult Learning Coordinator

Location: Paqtnkek Mi'kmaw Nation

Reports To: Education Director

Employment Type: Full-Time

Deadline: April 3rd, 2026

Start Date: ASAP

DESCRIPTION:

The Adult Learning Coordinator holds a central position in advancing our organization's commitment to delivering exceptional adult education initiatives within the Paqtnkek community. Operating under the direct supervision of the Education Director, this vital role encompasses a range of core responsibilities that are essential to the success of our educational programs.

In this pivotal role, the Adult Learning Coordinator will be instrumental in fulfilling our organization's mission of providing exceptional adult education opportunities that empower individuals within the Paqtnkek community.

Key Responsibilities:

- Collaborate with the Education Director to develop, implement, and evaluate adult education programs, with a focus on the GED program.
- Provide guidance, support, and mentoring to adult learners, fostering an environment conducive to their educational growth and success.
- Contribute to ongoing curriculum development and adaptation to address the unique needs and goals of adult learners.
- Efficiently manage educational resources, including materials, equipment, and facilities, to optimize the learning experience for program participants.
- Act as a liaison between our organization and the local community, building positive relationships and ensuring that educational programs align with community needs and expectations.
- Maintain accurate records, gather data, and generate reports to assess program outcomes and inform continuous improvement efforts.
- Collaborate with relevant stakeholders, including instructors, support staff, and community partners, to promote the overall success and sustainability of adult education programs.





QUALIFICATIONS:

- Bachelor's degree in Education, Adult Education, or a related field is preferred.
- Experience in adult education program development, delivery, or coordination is highly desirable.
- Knowledge of adult learning principles and effective teaching methodologies.
- Strong organizational and time management skills.
- Excellent communication and interpersonal abilities.
- Ability to work collaboratively in a team-oriented environment.
- Proficiency in relevant computer applications and educational technology.
- Understanding of the unique challenges and opportunities associated with adult learners.
- Commitment to fostering a positive and inclusive learning environment.
- Flexibility to adapt to the changing needs of adult education programs and learners.

To Apply: Interested candidates are invited to submit a resume and cover letter outlining their qualifications and experience:

To: David Kearns, Human Resources Director - Paqtnkek Mi'kmaq Nation **Email:**
jobs@paqtnkek.ca

Subject Line: "Adult Learning Coordinator"

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Paqtnkek Mi'kmaq Nation is committed to diversity and inclusion in the workplace and encourages applications from qualified Indigenous candidates and all others who meet the qualifications.

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

