



## INVITES APPLICATIONS FOR THE FOLLOWING POSITION

<b>Position:</b>	<b>Governance Support Officer</b>
Location:	Area 2 Office (Dauphin)
Start Date:	TBD
Hours/Days/Months:	7.25 hours/day, 5 days/week, 12 months/year
Term of Employment:	Permanent
Salary:	\$37.99/hour - \$45.52 ( <i>dependent on qualifications and experience</i> )
Unionized/Non-Unionized:	Non-Unionized
<b>Application Deadline:</b>	<b>Friday, August 15, 2025</b>

The Governance Support Officer (GSO) supports the three-tiered system of elected officials, School Committees, Area Advisory Committees, and the Board of Trustees. The GSO is a member of a team and provides support to school committees and school administrators in Area 2. This position involves extensive travel throughout the Division (ground and air) and some evening/weekend work requiring flexibility in hours of work from time to time.

### QUALIFICATIONS

- Completion of post-secondary education in Community or Public Relations or certification in public administration, preferred. A combination of equivalent education and experience may be considered.
- Valid Manitoba Drivers' License
- Experience working with elected officials and various levels of government
- Understanding of public education system and Provincial legislation pertaining to the school system
- Knowledge of Provincial Legislation and School Division policy
- Knowledge of the operation of School Committees, Area Committees, Board of Trustees, Frontier School Division governance model and elections legislation is an asset
- Knowledge and understanding of Indigenous Way of Life; fluency in at least one Indigenous language would be considered an asset
- Excellent communication and conflict resolution skills
- Experience with designing and delivering training/orientation programs
- Proven ability to establish and maintain effective working relationships
- Ability to work independently and as part of a team
- Basic knowledge of record keeping and report writing

### DUTIES AND RESPONSIBILITIES

- Provides general support for school committee operations (meetings, minutes, annual grants, etc.), including policy interpretation and implementation.
- Conducts school and area committee orientation and training across the Division.
- Develops training and resource materials in support of all elected officials.
- Assists all school committees in implementing Board-approved roles and responsibilities as outlined in The Public Schools Act.
- Supports all school committees with developing and implementing a yearly schedule, including outcomes, strategies, indicators, and results.
- Develops and conducts school committee effectiveness evaluations.
- Participates in the planning and delivery of all aspects of the Annual School Committee Conference.
- Coordinates the review and possible revision of the Constitution and Terms of Reference for all school committees and area advisory committees.
- Under the direction of the Senior Election Official, coordinates and conducts general elections, by-elections and appointments, in accordance with Provincial legislation and School Division policy.
- Develops and implements training and orientation materials for school administrators and staff regarding the role of school committees and the working relationship between staff members and committees.
- Assists school committees with supporting school administration and staff in the implementation of school goals and strategies outlined in the Division's strategic plan.
- Under the direction of the Home Placement Coordinator, provides support for students in the Home Placement Program as a Student Advisor

Applications must include a cover letter, current resume and a list of three professional references including contact numbers. Consent to contact references is also required.

*Thank you for your interest; however, only applicants selected for an interview will be contacted.*

*By applying, you consent to the Division contacting your references. As a condition of employment, the successful candidate will be required to submit a clear Criminal Record Check (including Vulnerable Sector Check) and Child Abuse Registry Check, at their own expense. Further information is available at [www.fsdnet.ca](http://www.fsdnet.ca)*

*Reasonable accommodations are available for persons with disabilities on request.*

Forward application package to:  
Robert Chartrand, Area 2 Superintendent  
Area 2 Office  
38-1<sup>st</sup> Avenue NW, Dauphin, MB R7N 1G7  
Fax: (204) 638-3335  
Email: [Robert.Chartrand@fsdnet.ca](mailto:Robert.Chartrand@fsdnet.ca)

*Please direct any questions you may have to [hr@fsdnet.ca](mailto:hr@fsdnet.ca)*

