

Education Coordinator

Gitsegukla Band

Reporting to the Education Manager/Principal, the Education Coordinator is responsible for supporting the systems and environments provided to Gitsegukla community students and for liaising with educational institutions, both within and outside of the community, to support and coordinate educational programs for Gitsegukla community students. The Education Coordinator also helps administer and run education programs in the community, under the direction of the Education Manager/Principal.

General areas of responsibility include:

Program Support

- Supports the evaluation of current Gitsegukla education programs and services
- Supports the development of programs related to Gitsegukla languages or culture
- Implements and abides by all education-related policies and programs adopted by Gitsegukla

Community-Based Education/Skill Training

- Organize community workshops/training to focus on participants obtaining employment-related skills, occupational certificates and apprenticeships, leading to employment or self-employment or moving on to post-secondary education
- Establish partnerships with one or more public post-secondary institution - resulting in recognized public post-secondary credentials (certificate, degree, diploma) or credits that are transferable to other post-secondary institutions, or allow students to fulfill the prerequisites towards completion of the adult graduation program (adult dogwood).
- Establish after school programs/training for all community members
- Establish after school library/resource center access

Finance and Administration

- Safeguards education/student records and maintains the confidentiality of the education department
- Ensures that programs operate within budget allocations
- Apply and access funding if applicable
- Works with the Education Manager/Principal to establish department budgets
- Completes and submits Nominal Role for Gitsegukla

Quality Management

- Ensures that all programs and services meet or exceed program objectives
- Ensures that Gitsegukla traditions and cultural education approaches are incorporated into all education service delivery
- Works to maximize student satisfaction within policy constraints
- Stays in close contact with members, families and community to better appreciate needs and assess the quality of services provided by the First Nation and Government programs

Reporting and Planning

- Provides regular updates to Education Manager/Principal on programs and activities, including key outcomes

Gitsegukla Job Posting

- Helps prepare and submit regular reports or forecast, as required, to the Education Manager/Principal, Band Manager, Chief and Council or other external representatives.
- Completes all reporting on a timely basis
- With support from the Band Administrator, prepares plans and/or strategies for Gitsegukla education and presents for Council approval

Student Services

- Supports student services for the Gitsegukla community education and students attending off reserve educational institutions, serving as a point of contacts for parents/guardians, students, other community members, and external stakeholders
- Develops, coordinates and organizes First Nations educational opportunities and experiences for Gitsegukla community students
- Reviews student applications and registrations
- Monitors the attendance of Gitsegukla First Nations students and distribution of high school allowance program and / or other programs
- Assists students with career exploration and transition to different educational institutions

Performs other duties and responsibilities as necessary in the performance of the position and as assigned by the Education Manager/Principal

Knowledge, Skills and Abilities:

- Knowledge of cross-cultural issues, and ability to facilitate cultural competency training
- Knowledge of the BC public school system (elementary and secondary)
- Excellent advocacy and conflict resolution skills
- Proficient computer skills including the use of Microsoft office programs
- Strong knowledge of First Nation issues
- Driver's license required and use of own vehicle.
- Self-motivated and previous work experience with children and youth is an asset.

Experience and Education Requirements:

- Diploma in Business Administration and/or equivalent, considered an asset
- 2+ years of related experience, ideally in the human resources or education sector.
- Experience working with, and administering programs for, students of all ages, considered an asset
- Experience working in First Nation community considered an asset

Other Requirements

- Professional Appearance
- Must review and follow all Gitsegukla Policies and Procedures
- Ability to successfully and periodically undergo an appropriate criminal records review and police record check is required

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If you are interested in learning more about this opportunity, please forward your resume and cover letter by email at gitseguklajobs@mnpc.ca

Gitsegukla Job Posting

Do not call or email the Band Office, Band Administrator or Councillors regarding this or any other job posting, doing so will result in disqualification.

Applications will only be considered from those eligible to work in Canada. All applicants who require a work permit or sponsorship for employment in Canada will not be considered.

Please note only candidates considered for the interview process will be contacted.