



Education Assistant

Location : Prince George, British Columbia
Start Date : **Immediate Start**
Company : **Takla Lake First Nation: Term Contract**

Takla Lake First Nation is seeking an Education Assistant to work with Chief and Council, the Education Coordinator, Administration, Staff and Community members to provide an effective and high quality administrative support services for Takla's Education department. The successful candidate will also assist and support Council and Administration in providing a high quality, effective and efficient education service for Takla Members. The Education Assistant will be primary responsible for providing education support services to ensure the effective and consistent management of education services associated with secondary and post-secondary programs at Takla Lake First Nation.

This is a Term Contract (Initially).

The Education Assistant reports to the Education Coordinator in all aspects of job functioning and will deliver the following key roles and responsibilities under the supervision of the Education Coordinator.

Some Key Responsibilities:

- Work collaboratively with your line manager to develop a work plan that outlines key deliverables for this position.
- Working collaboratively with the Education Coordinator to handle general enquiries and give assistance and information to members by telephone, via emails, meetings, and at community meetings.
- Working collaboratively with the Education Coordinator to develop a process for arranging appointments, meetings, maintaining filing and records management systems for the education department.
- Provide full administrative support to the Education Coordinator, Administration, Staff and Community members
- Assist with entering information on to computer systems to ensure all records are accurate and up to date. Retrieve and work with such information as required.
- Working collaboratively with the Education Coordinator to prepare Takla's education portfolio for INAC's Compliance Review Audits.
- Assist with managing the secondary and post-secondary students and support services.
- Assist with working closely with Takla's funded students to ensure that INAC's policies and procedures are followed and implemented.
- Contribute to the development of service delivery in all areas of work, ensuring quality of service is maintained at all times

- To support the Education Coordinator in all aspects of Education Portfolio tasks.
- Working collaboratively with your line manager towards implementing key aspects of the Education policies.
- Excellent communication skills include presentation, persuasion, and negotiation skills required in working with Council, Elders, Community Members, Staff, Youths, and external stakeholders, including the ability to communicate effectively and remain calm and courteous under pressure.
- Provides systematic and dependable follow up as well as a high level of organizational and preparedness.
- Ability to think and act strategically, provide sound judgement and provide a positive, respectful and energetic attitude
- Maintain high standards of personal and professional conduct and compassion in dealing with community members, colleagues and other agencies.
- Strong interpersonal skills to assist and support members, administration as well as Chief and Council with effective education initiatives, projects and programs
- Working in collaboration with your line manager and department heads to incorporate educational initiatives in services and programs
- Provide outstanding support to Chief and Council, Takla Members and Staff.
- Strong prioritization and execution skills with a commitment to accuracy and detail
- Ability to work effectively in a high volume, fast-paced environment
- Ability to take and follow direction as instructed by your line manager as well as Chief and Council
- Maintains confidentiality and uses a high degree of discretion
- Any other duties that may be assigned.

Qualifications and Requirements:

- Grade 12 or equivalent
- Certificate or Diploma in Business Management
- Certificate or Diploma in Education would be an asset
- A minimum of two (2) years working with Chief and Council, Administration, and in Education.
- Ability to use computer technology to promote and enhance the Education department
- Possession of own transportation and a valid driver's licence (will be an asset)

Interested Applicants

Please submit the following documents to the attention of Dr. Nicole Cvenkel at hr@taklafn.ca to be considered for an interview:

1. Resume
2. Cover Letter
3. The names of three (3) Professional References

Application closing date is Friday February 17, 2017 at 4:00pm. Interviews will be held immediately after the closing date – for an immediate start.

Thanks for taking the time to read this job posting and for applying.