



Education Coordinator

Location : **Prince George, British Columbia**
Start Date : **Immediate Start**
Company : Takla Lake First Nation: Full-Time

Takla Lake First Nation is seeking an Education Coordinator to manage the daily operations of specific aspects of the Education Department. **The successful candidate will work 1 week in Takla Landing, British Columbia and 3 weeks in Prince George.** The key focus of this role is to oversee and monitor Post-Secondary and Accommodation educational programs, Nominal Roll reporting and Compliance Review for the Takla Lake First Nation. You will also be responsible for records and filing management as well as other aspects of the Education Portfolio. You will work in partnership with all departments at the Takla Lake First Nation to ensure that high quality education is delivered to Takla Members. We believe that the Education Coordinator has an integral and important role in the lives of Takla Members to assist them to attain their secondary and post-secondary educational and career goals. We believe that the Education Coordinator is an integral and important person in the lives of our children, youths and members. We have high expectations of this individual as we have high expectations of our students.

The successful applicant will work under the direction of the Band Administration Manager as well as Chief and Council to facilitate the successful management and functioning of the Education department associated with secondary and post-secondary education. The Education Coordinator works in collaboration with the Band Admin Manager and other departments, to coordinate the secondary and post-secondary educational programs in keeping with INAC, FNESC, and TEFA Agreement Policy and Program Guidelines. You will provide liaison between the School District, INAC, FNESC and the Band Councils. The successful candidate will be committed, focused, innovative, flexible, creative, and demonstrate the ability to work as part of a team and to work independently to meet set objectives and project deliverables. He/she will be a person who is continually striving to improve and maintain high standards for the education department.

Educators applying for this position must possess the following:

- Oversee the daily management of the Compliance Review Audit associated with the Education Department.
- Oversee the secondary and post-secondary students funding portfolios
- Diverse experience working in an education setting in First Nation organization.
- Demonstrate the ability to work as part of a team as well as to work independently in an effective way to meet set objectives and deliverables.
- Ability to follow directions given from leadership.
- Strong communication will assist you in building and maintaining relationships with local community agencies, and other contacts within the education community.

- Experience in grant writing and soliciting a wide base of financial support for the Education department is an essential skill set.
- Demonstrate organizational ability that allow you to effectively plan, implement, and evaluate out of school-time programs for students.
- Leadership skills come naturally to you and you are comfortable taking a leadership role.
- Demonstrate experience working with the Community, you will use your knowledge and experience to develop an education committee.
- Be student focused and culturally responsive
- Demonstrated strong knowledge and understanding of First Nation Culture
- Be Student Focused
- Be a great communicator who perseveres when faced with challenges. Strong interpersonal communication and collaboration skills
- Ability to prepare and maintain documents for all education plans, implement and maintain all administrative processes
- Ensure compliance with all INAC, FNEC, Government Regulations and Policy in keeping with First Nation Education Program in British Columbia
- Willingness to work closely with Secondary and Post-Secondary Institutions, Students, Parents of students as well as Special needs and the greater student population.
- Good organizational skills and a demonstrated ability to be flexible
- Any other duties that may be assigned

Qualifications and Requirements:

- Bachelor's Degree in Education, Community Development, Social Science or an equivalent degree. An Education degree will be an **asset**.
- Recently demonstrated successful experience working in an education environment in First Nations environment
- Recently acquired Criminal Record Check
- 2-3 years' experience working in a First Nation Organization
- A valid drivers licence

Remuneration Package:

- Competitive Salary and Benefits package.
- Professional Development
- Relocation allowance may be considered

Interested Applicants

Please submit the following documents for the attention of Dr. Nicole Cvenkel at hr@taklafn.ca by **Friday February 10, 2017 by 4:30pm. Interviews will be conducted shortly after the closing date.**

- Full Resume or CV and Cover Letter
- Current Certified Criminal Record Check
- Copies of official transcripts indicating degree earned
- Name and Contact Details of three (3) Professional References

Thanks for taking the time to read this job posting, Takla Lake First Nation looks forward to receiving your application.

