



# Nadleh Whut'en First Nation

## Job Posting – Education & Training Manager

### Full Time

#### POSITION SUMMARY

The Education Coordinator is responsible for managing the Education Department including preschool, K-12, and post-secondary education as well as employment readiness and other skill training programs. The position manages and administers Indigenous Services Canada (ISC) funding and related budgets. The Education Coordinator provides support and guidance to students to help them be successful in their educational pursuits.

#### *Reports To:*

General Manager or Designate

#### *Direct Reports:*

- Skills and Training Coordinator
- Head Start and Preschool Manager
- Culture and Language Coordinator

#### PRIMARY DUTIES

##### *Education Team*

- Provides leadership to the Education team and oversees the day-to-day activities and operations of the department.
- Maintains effective communication on management of the Head Start and Education and Training programs.
- Manages and oversees the overall Education budget.
- Manages time-sensitive matters, reporting and applications effectively.
- Develops and maintains post-secondary, PGNAETA, K-12 education and other annual budgets. Manages all related funding applications and proposals.
- Ensures secure maintenance of department records and files.
- Determines and approves training opportunities.

##### *Funding Agreements*

- Submits annual reports and nominal roll to ISC for students
- Administers budget for tuition, books, materials and supplies according to policy.
- Researches available funding and submits proposals/grant applications to various funders (ISC, FNECS, PGNAETA, etc).

##### *Education Support Programs*

- Facilitates the support programs, ie. Summer Student Employment
- Completes ARMS reporting for applicable training.
- Organizes graduation and recognition events in the community.

### *Student Support*

- Communicates with parents and teachers and attends parent-teacher meetings as requested.
- Monitors attendance and progress for K-12 and post-secondary students.

### *Education Related Meetings*

- Attends meetings as required to ensure the appropriate training and support for students.

## **QUALIFICATIONS**

### *Training, Education and Experience*

- Post-Secondary Certificate or Diploma program in Education or related field is an asset
- 3 years' experience working in the education support field.
- Satisfactory Criminal Record Check.
- Valid B.C. Class 5 Driver's License and clear driver's abstract.

### *Knowledge, Skills and Abilities*

- Strong knowledge of provincial education for K-12 and post-secondary.
- Ability to write grant applications, proposals and manage compliance reporting.
- Experience working with funding providers.
- Able to develop and implement policies, procedures and administer budgets.
- Well-developed communication and interpersonal skills
- Negotiation skills.
- High degree of professionalism, confidentiality, show compassion and understanding.
- Work independently as well as within a collaborative team framework.
- Intermediate proficiency in the Microsoft Office Suite (Word, Excel, PowerPoint and Outlook)
- Genuine respect for Nadleh Whut'en First Nation culture and protocols.

***Applications will be accepted until the position is filled.***

**Please apply by emailing resume to: [rdasilva@nadleh.ca](mailto:rdasilva@nadleh.ca)**

**\*\*Only those selected for an interview will be contacted & preference will be given to band members if qualified \*\***