



**SKEETCHESTN INDIAN BAND
JOB OPPORTUNITY**

Title: Education Coordinator
Terms: Full-Time Permanent

Skeetchestn is a vibrant and progressive community located 60km west of Kamloops. The Band has a great opportunity for an Education Coordinator to join our dynamic team. We are seeking an outgoing individual passionate about Education and savvy at connecting people with opportunities, someone with excellent program coordination skills and ready to have a positive impact on the lives of the Skeetchestn members.

Responsibilities will include, but are not limited to:

- Oversee and administer the Education program including administering policies and procedures; preparing and monitoring annual work-plans and projected budgets and other expenditures; processing data entry for the nominal roll; accepting and processing post-secondary funding applications and Band extra-curricular scholarship applications for students and adult learners, etc.
- Oversee the planning and delivery of education and other support services for Skeetchestn students enrolled in the K-12 public school system ensuring adherence to the Local Education Agreement.
- Prepare narrative and other reporting, including financials and other statistics as required, and report to Council as required.
- Research possible funding opportunities and draft funding proposals related to training, education and language.
- Work with other internal Skeetchestn departments in assisting with development of employment and training programs and services as required. Evaluates client/community needs and work towards creating reasonable goals and linking opportunities.
- Spearhead the revitalization of the Secwepemc Language initiatives and administrate related funding.
- Ensure Skeetchestn tuition agreements are adhered to and that regular audits are conducted on student programs and delivery as it relates to funding allocations.
- Support adult basic education program and provide academic and career planning to Adults through programs such as but not limited to; ABE and CALP programs, NVIT, BCIT and TRU tailor-made programs on and off reserve.
- Support Students and Clients accountability in reaching their education goals. Coordinate with other funding agencies and network; ie. ATEC, ASETS, SSN, etc.
- Research and stay abreast of new trends, issues, programs and services federally and territorially, with other First Nations, agencies and other professionals on the impacts to Skeetchestn educational programming and services. Monitor, evaluate and recommend changes as required by legislation and adjust programs, services, policies and procedures as needed.
- Sits on various relevant committees as requested and sit on the Community School Board of Governors
- Research and oversees Early Childhood Education programs offered on reserve in a co-management capacity; ie: Head Start, Little Explorers, Daycare, etc. including staffing, budget and maintenance.
- Administrate the Band Graduation, Report Card and Start-up fee policies
- Co-host the Community Awards Night

In order to qualify for this role, you will have a Diploma in Education or Business Administration plus a minimum of 1 years of relevant experience and/or program/services coordination experience in the education field. Superior communication (written and verbal), presentation, research and analytical skills required. Knowledge of basic budgeting and financial principals and concepts is required. Must be comfortable with Microsoft Office Suite. Previous experience with Database Student Record Systems is an asset.

You will also have previous experience working in a cross-cultural environment and have exceptional time management and prioritization skills. Previous experience working within a First Nations environment, knowledge of First Nations history, culture and family dynamics is an asset.

This is a great opportunity to contribute at an exciting time of growth within the community. In exchange for your hard work and dedication, you will be rewarded with a competitive wage plus benefits including:

Length of Employment & Wage Range:

Full-Time Permanent position, weekdays 8:00am to 4:00pm with occasional evenings during special events

Eligibility to Extended Health Benefits and Pension Plan after 3 month probationary period

Wage will be based on experience and within SIB Wage Scale as per AFOABC.

Extended Medical, Dental, and Vision Benefits, Pension Plan and Professional Development Opportunities

How to Apply:

Forward resume with a cover letter to Human Resources before November 15th 4pm, 330 Main Drive, P.O. Box 178, Savona, BC, V0K 2J0 or email to adminassist@skeetchesn.ca. Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal Ancestry. Skeetchestn Indian Band thanks all applicants for their interest. Only those applicants who have been shortlisted will be contacted for an interview.