



Where Learners Become Leaders

**EMPLOYMENT OPPORTUNITY**  
INTERNAL / EXTERNAL POSTING

**Office Manager**

On Campus

NEC Native Education College opened its doors in 1967 and became British Columbia's largest private Indigenous College. NEC's purpose is to contribute to an Indigenous, holistic experience that positions the Indigenous learner to uphold their responsibility and obligations to their family, and nation of origin as autonomous Peoples. NEC provides culturally relevant education and training for Indigenous Peoples to pursue career aspirations and enhance academic goals in alignment with their diverse cultural identities and traditional knowledge. The NEC longhouse offers access to many resources and in-house supports that includes cultural and spiritual supports, funding, counselling, and career advising from a culturally authentic lens.

The purpose of this position is to manage administrative and operational functions of the campus. The post ensures adequate supports are implemented to carry out day to day operations, planning for events, developing and implementing new systems and procedures, supporting the senior management team in administrative and human resources functions, and supervising the administrative staff.

**Position Summary:**

- Leading by the values of the longhouse
- Create a welcoming environment for all students, staff and guests of NEC.
- Key player in communication pathways by accurately transcribing meeting minutes/ action items, information gathering & dissemination, drafting briefing notes, media releases, All Staff emails, etc.
- Preparing and managing job postings scheduling interviews, and preparing new hire documents
- Conducting new hire orientations, and introducing new staff to the NEC family
- Provide administrative duties for senior management including soft file organization, building forms and documents, publications, update Operational Calendar, Student Handbook, graduation documents.
- Supervision of Administrative staff
- General administrative and office duties to support college operations when needed
- Provide administrative support to senior managers
- Event planning activities occurring multiple occasion throughout the year
- Conduct in-house training on internal processes and procedures for staff
- Liaise with external stakeholders, partners, partners professionally and with tact
- Assist in updating annual licenses, memberships, affiliations, etc
- Report writing for grants, briefing notes, MOU's and proposals

**Minimum Qualifications:**

- Certification in business administration or public administration, and at least 2 years of senior administrative experience or equivalent combination of training and extensive experience.
- Experience in supervision, human resource management and financial management.
- Experience working in an First Nations educational, government, or non-profit organization.

**Terms:**

Appointment to this full-time excluded position will require a formal criminal record check, the details of which may preclude finalizing an offer of employment. Preference will be given to qualified Indigenous applicants.

<b>Closing Date:</b>	<b>Open Until Filled</b>
<b>Start Date:</b>	As soon as possible
<b>Hours:</b>	Full time
<b>Salary:</b>	\$60K-\$65K Annually (based on experience)

Please submit your resume and a cover letter outlining your interest and detailing how you meet the above qualifications. NEC encourages individuals from equity-seeking groups to apply. Only short-listed applicants will be contacted.

Email your application to:

Hiring Manager, [hiring@necvancouver.org](mailto:hiring@necvancouver.org)

Subject Line: Office Manager Search