



EMPLOYMENT OPPORTUNITY
EXTERNAL/INTERNAL POSTING
ASSOCIATE VICE PRESIDENT
FACILITIES, ADMINISTRATION, and IT

Native Education College (NEC) is a large private Indigenous college in Vancouver and works with First Nations and Indigenous organizations to deliver programs in locations throughout British Columbia. NEC works to strengthen Indigenous communities through accredited programs that lead to employment and higher learning. We are seeking an Associate Vice President of Facilities, Administration, and IT. At NEC, we are grounded in our Longhouse values of Diversity, Respect, Gratitude, Understanding and Accountability; these are the qualities we seek in a successful candidate.

Position Summary

The Associate Vice President of Facilities, Administration and IT at Native Education College (NEC) oversees the planning, development, maintenance, and operations of the college's physical infrastructure and facilities. This position plays a critical role in ensuring a safe, functional, and conducive learning environment for students, faculty, and staff, while also supporting the college's mission and strategic objectives.

Main Responsibilities:

- Develop and implement a comprehensive facilities management plan aligning with NEC's strategic goals.
- Oversee planning, design, and construction of new facilities, renovations, and infrastructure projects.
- Manage day-to-day operations of campus facilities, including maintenance, repairs, and security.
- Coordinate facility assessments and inspections to identify maintenance needs and safety hazards.
- Develop sustainability initiatives promoting energy efficiency and environmental stewardship.
- Collaborate with stakeholders to address facility-related concerns and prioritize projects.
- Oversee facility-related contracts, vendor relationships, and service agreements.
- Provide leadership and support to facilities management staff.
- Provide strategic oversight for the marketing department and IT department integration for facility management solutions.

Preferred Qualifications:

- Bachelor's degree in Facilities Management, Business Administration, Engineering, or related field; Master's degree preferred.
- 7-10 years of progressively responsible experience in facilities management, including leadership.
- Experience in strategic planning, budget management, and project management.
- Familiarity with educational institution or similar complex organization operations.
- Knowledge of relevant regulations, codes, and standards related to facilities management.

Terms:

Appointment to this full-time position will require a formal criminal record check, the details of which may preclude finalizing an offer of employment. Members of equity-seeking groups are encouraged to apply. NEC encourages members of equity-seeking groups to apply. Preference will be given to qualified Indigenous applicants.

Closing Date: Until Filled
Start Date: As soon as possible
Hours: Full Time
Salary: \$ 85k-125k

Application Details:

Please submit your resume, a cover letter addressing your interest in the position and detailing how you meet the qualifications, and contact information for three references. Native Education College encourages members of equity-seeking groups to apply. Preference will be given to qualified Indigenous applicants. Address your application to:

Hiring Manager
Vancouver, BC

285 East 5th Avenue
V5T 1H2

NEC Native Education College
E-mail: hiring@necvancouver.org