



EMPLOYMENT OPPORTUNITY
EXTERNAL/INTERNAL POSTING
DEAN (CONTINUING EDUCATION)

Native Education College (NEC) 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 support that includes cultural and spiritual support, funding, counselling, and career advising from a culturally authentic lens.

Position Summary

The Dean of Continuing Education at Native Education College (NEC) is responsible for leading the development, implementation, and evaluation of continuing education programs tailored to the needs of Indigenous and non-Indigenous learners. This role focuses on providing accessible and relevant educational opportunities supporting lifelong learning, professional development, and career advancement.

Main Responsibilities:

- Lead strategic planning and vision for continuing education programs aligned with NEC's mission and educational priorities.
- Collaborate with faculty and experts to develop and update curriculum for certificate programs, workshops, and seminars.
- Identify emerging trends and educational needs within Indigenous communities and broader society, developing responsive programming.
- Oversee program delivery through various modalities, including in-person, online, and hybrid formats.
- Supervise the Indigenous Basic Adult Education (IABE) Program.
- Monitor program enrollment, student satisfaction, and completion rates, implementing strategies for enhancement.
- Cultivate relationships with external partners to support program development, marketing, and funding opportunities.
- Provide leadership and support to continuing education staff, instructors, and administrators.
- Ensure compliance with regulations, accreditation standards, and best practices in program administration.

Preferred Qualifications:

- A minimum of a Master's degree in Education, Adult Education, Indigenous Studies, or related field; Ph.D. preferred.
- Minimum 5 years of experience in adult education or related fields, preferably in Indigenous education context.
- Demonstrated leadership experience in program development and implementation.
- Experience working with Indigenous communities and understanding of Indigenous culture, traditions, and protocols.
- Proficiency in educational technology tools and software relevant to program development and delivery.

Terms:

Appointment to this full-time position will require a formal criminal record check should a recent one not be on file, the details of which may preclude finalizing an offer of employment. 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



End Date: Open-ended
Hours: Monday to Friday: 35 hours/week, possibility to work in the evenings and/or weekends
Salary: \$100K-\$120K

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: hire@necvancouver.org