

EMPLOYMENT OPPORTUNITY
EXTERNAL/INTERNAL POSTING
DEAN OF EDUCATIONAL OUTREACH

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

Reporting to the Vice President (Academics), the Dean of Educational Outreach will oversee the academic and administrative integrity of the educational programs offered in distributed learning off the main campus of the NEC. This position will build relationships, develop proposals, manage efficient and effective post-secondary programming, and coordinate academic quality with internal academic staff using the best practices of Aboriginal adult education. The Dean of Educational Outreach will supervise Program Coordinators or Instructors of outreach projects, foster an environment contributing to student success, and contribute to the management of NEC.

Main Responsibilities:

- Seek out partnerships with First Nations communities to offer programming opportunities. Develop relationships with communities founded on integrity, respect, cultural authenticity, and mutual interest.
- Develop and manage agreements and terms of service in accordance with NEC strategic and outreach goals.
- Develop and manage program services, program delivery, and program evaluation in accordance with NEC policies and procedures.
- Write proposals or grant applications for funding in partnership with stakeholder groups to provide NEC credentials to communities across BC, ensuring annual funding targets are met.
- Supervise academic staff including coordinator/instructors and manage the budget for outreach projects.
- Ensure that programs meet internal and external quality standards, including those of PTIB, accrediting organizations, and other post-secondary institutions.
- Ensure that programs are delivered using the best practices of Indigenous adult education.

Preferred Qualifications:

- Master's Degree in a related field (e.g., adult education, higher education, administration) from an accredited institution and at least three years of management experience, preferably in a post-secondary setting, or equivalent combination of education and experience.
- Excellent analytical, organizational, problem-solving, conflict management, change management, interpersonal, communication, program development, project management, and planning skills.
- Demonstrated leadership capacity and skills to set clear goals and the ability to empower and engage staff and stakeholders.
- Excellent supervisory/coaching/team skills.
- Commitment to quality in education and the ability to manage continuous improvement from concept to reality.
- Skills in developing and managing partnerships at multiple levels.
- Ability to use budget/financial administration skills.
- Knowledge or experience working with Aboriginal organizations.
- Understanding of Aboriginal adult education practices.



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
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