

EMPLOYMENT OPPORTUNITY

INTERNAL / EXTERNAL POSTING

Program Coordinator

Indigenous Tourism Operations Program
Main Campus

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, including cultural and spiritual support, funding, counselling, and career advising from a culturally authentic lens.

Position Summary

The successful candidate will instruct at least one course within the program and oversee the on-campus and online asynchronous delivery of the ITO Program. They will work with Admissions and Marketing to recruit and retain new students for our Fall and Winter intakes. The coordinator will actively hire and supervise casual instructors and manage employment contracts. Finally, the coordinator will be called to perform other duties within the Longhouse that are part of our Longhouse Values and cultural authenticity.

Skills & Qualifications:

- BA/MA in a related discipline; or a suitable combination of education and related experience
- One year of specialized experience in a related field.
- Experience working with Indigenous communities and, issues related to adult education.
- Supervisory and project management experience would be an asset.
- Ability to work independently and as a part of a team.
- Excellent oral and written communication skills.
- Teaching experience, preferably in the post-secondary education system and curriculum development and lesson planning is a priority.
- Knowledge of Indigenous Peoples' values, communities, instructional methodology, and experience working with Indigenous adults and organizations.
- Knowledge about assessment for learning and assessment as learning from an Indigenous lens.
- Experience with Moodle is a must.
- Knowledge about assessment for learning and assessment as learning from an Indigenous lens.

Terms:

Appointment to this full-time Regular position will require a formal criminal record check, the details of which may preclude finalizing an offer of employment. We welcome all applicants, although Indigenous ancestry is preferred, and only short-listed applicants will be contacted. NEC welcomes applications from members of equity-seeking groups.

Closing Date:	Open until filled (Applications reviewed when received)
Start / End Date:	August 15, 2024
Hours:	35 hrs/week
Salary:	\$43.32/hour (As per Collective Agreement)

Application Details:

Please submit your resume, names of three references from related work experience, and a cover letter outlining your interest and detailing how you meet the above qualifications. Only short-listed applicants will be contacted. Address your application to:

Hiring Manager
Native Education College

285 East 5th Avenue
Vancouver, BC

E-mail: hire@necvancouver.org
V5T 1H2