



EMPLOYMENT OPPORTUNITY
EXTERNAL/INTERNAL POSTING
OFFICE ADMINISTRATOR
FULL TIME (PERMANENT)

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 Office Administrator, reporting to the Assoc. V.P. (Operations), will manage the administrative and operational functions of the campus. This role ensures effective support systems for daily operations, event planning, system development, and administrative support to senior management.

Main Responsibilities:

- Foster a welcoming environment for all students, staff, and guests.
- Accurately transcribe meeting minutes and manage communications.
- Prepare and manage job postings, schedule interviews, and handle new hire documentation.
- Conduct new hire orientation and integrate new staff into the NEC community.
- Provide administrative duties for senior management, including file organization and updating key documents.
- Supervise administrative staff and support college operations.
- Plan and manage events throughout the year.
- Train staff on internal processes and procedures.
- Liaise with external stakeholders for event planning, memberships, and regulatory purposes.
- Assist in updating licenses, memberships, and affiliations.
- Prepare reports for grants, briefing notes, MOUs, and proposals.
- Manage projects and maintain the NEC SharePoint site.

Preferred Qualifications:

- Certification in business or public administration, with at least 2 years of senior administrative experience or equivalent.
- Proven experience in staff supervision and office management.
- Experience in educational or nonprofit organizations is an asset.
- Strong interpersonal and communication skills.
- Excellent time management and attention to detail.
- Proficiency in Microsoft Office suite and other internet-based applications.
- Ability to handle confidential information with discretion.
- Strong public speaking and meeting facilitation skills.
- Open to and capable of implementing change.

Terms: Appointment to this full-time excluded 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: \$60K-\$65K per annum (based on experience)

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](mailto: hiring@necvancouver.org)