

**EMPLOYMENT OPPORTUNITY
EXTERNAL/INTERNAL POSTING
LEARNING CENTER COORDINATOR
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 Learning Center Coordinator will manage NEC's newly established Learning Center, supporting Indigenous learners, community members, and prospective students in academic upgrading and life skills development. Reporting to the Dean of Continuing Education, the Coordinator ensures the Learning Center aligns with NEC's mission, fostering a supportive and culturally appropriate learning environment. The role involves direct engagement with learners, offering tutoring, soft-skills training, career planning, and guidance, while promoting NEC's cultural protocols and values.

Main Responsibilities:

- Assist learners with educational planning and applications.
- Provide tutoring and soft-skills training, including organization, planning, and goal setting.
- Teach basic computer skills, such as using email and navigating digital tools.
- Conduct career planning sessions, including resume writing, interview skills, and professional presentation.
- Develop and implement workshops and programs tailored to learners' needs.
- Monitor and evaluate learner progress, adjusting support as needed.
- Collaborate with NEC staff, including the IABE Pathways Coordinator and Program Coordinators, to support students' academic journeys.
- Foster a compassionate and empathetic approach when working with learners from diverse backgrounds.
- Prepare reports on the Learning Center's activities for the Dean of Continuing Education.
- Promote NEC's cultural programming and values within the Learning Center.
- Seek and apply for funding opportunities to enhance Learning Center programs.

Preferred Qualifications:

- Bachelor's degree in Education or a Provincial Instructor Diploma.
- Minimum of three years of experience in an educational or training role, preferably within an Indigenous educational context.
- Demonstrated experience in program development and implementation.
- Strong understanding of Indigenous cultures and educational needs.
- Excellent interpersonal and communication skills.
- Proficiency in educational technology and basic computer skills.
- Ability to develop and deliver programs, workshops, and training.
- Strong organizational and time-management skills.

Terms:

Appointment to this unionized 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. Occasional evening and weekend hours may be required to accommodate workshops or events. NEC encourages members of equity-seeking groups to apply. Preference will be given to qualified Indigenous applicants.

Closing Date: Until Filled
Start Date: ASAP
End Date: Open-ended
Hours: Monday to Friday: 35 hours/week
Salary: \$ 32/hr

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