



EMPLOYMENT OPPORTUNITY
EXTERNAL/INTERNAL POSTING
CULTURAL 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 Cultural Coordinator is responsible for advising on cultural events and offering cultural knowledge to staff and students. This role ensures that cultural protocols are maintained for various ceremonies and gatherings and supports the college's cultural initiatives. As a member of the Student Services team, the Cultural Coordinator will work independently and collaboratively, offering cultural guidance and promoting Indigenous values throughout the college.

Main Responsibilities:

- Assist in the planning and execution of cultural events, including the Welcoming Ceremony, graduation, Elder's Day, and Winter Gathering. Ensure cultural protocols are upheld, such as inviting traditional speakers and elders.
- Supervise and provide cultural support to staff and students, addressing any questions or concerns related to cultural knowledge.
- Lead workshops and speaking engagements on Indigenous cultural topics, both internally and externally.
- Coordinate initiatives and programs that promote cultural knowledge within the college community.
- Contribute to marketing efforts, help in recruiting initiatives, and represent NEC at external events.
- Participate in regular Student Services and NEC meetings and serve on committees supporting the goals of the college.
- Collect data and prepare monthly reports detailing services delivered to students.

Preferred Qualifications:

- Post-secondary degree, diploma, or certificate, preferably in Indigenous Studies, Education, or a related field.
- Minimum of 3 years of experience in Indigenous education, cultural programming, or community engagement.
- Strong knowledge and understanding of Indigenous cultures, traditions, and values, particularly in British Columbia, including the Musqueam, Squamish, and Tsleil-Waututh Nations.
- Experience in planning and managing cultural events and programs.
- Ability to work both independently and as part of a team, with strong organizational skills.
- Excellent communication and interpersonal skills, with the ability to build relationships and engage with students, staff, Elders, and community members.
- Familiarity with student databases and computer literacy.

Terms: Appointment to this full-time unionized 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: \$ 35.57/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. Only short-listed applicants will be contacted. Address your application to:

Hiring Manager
Vancouver, BC

285 East 5th Avenue
V5T 1H2

NEC Native Education College
E-mail: hiring@necvancouver.org