



**EMPLOYMENT OPPORTUNITY**  
**EXTERNAL/INTERNAL POSTING**  
**SECURITY/JANITORIAL**  
**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 Security/Janitorial Professional is responsible for maintaining a safe and clean environment at NEC. This role involves providing a welcoming presence, responding to safety concerns, performing regular patrols of the premises, managing environmental hazards, and ensuring the cleanliness of the campus. The Security/Janitorial Professional will serve as a key member of the maintenance team and work closely with the Facilities Supervisor to address safety and janitorial needs across NEC facilities.

**Main Responsibilities:**

- Serve as a friendly and professional presence for staff, students, and guests of NEC.
- Greet and assist guests, provide directions, and assess the validity of their visit, escorting them if necessary.
- Respond to concerns and incidents related to the safety and well-being of staff, students, and visitors.
- Conduct regular patrols of NEC grounds and campuses, identifying and reporting any environmental or health hazards.
- Maintain a logbook documenting incidents, hazards, and security-related matters.
- Prevent violence, harm, or damage to NEC students, staff, and property.
- Collaborate with emergency responders when necessary.
- Maintain the cleanliness of assigned areas and participate in general cleaning tasks.
- Monitor parking permit compliance and issue warning tickets, providing weekly reports.
- Manage unauthorized access to NEC grounds, including people, animals, and vehicles.
- Set up spaces for events and functions, moving furniture and fixtures as required.
- Perform other duties as assigned by the Facilities Supervisor.

**Preferred Qualifications:**

- Valid BC Security License.
- Valid First Aid Level 1 certification (or willingness to obtain/re-certify).
- Experience in trauma-informed care and non-violent communication practices (preferred).
- Strong understanding of intergenerational trauma.
- Experience working in or with Indigenous organizations or communities (preferred).
- Ability to work independently during regular and non-regular hours.
- Strong physical capability, including the ability to stand, walk, climb stairs, and lift objects as necessary.

**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:** \$ 22.77/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 shortlisted candidates will be contacted. Address your application to:

Hiring Manager  
Vancouver, BC

285 East 5<sup>th</sup> Avenue  
V5T 1H2

NEC Native Education College  
E-mail: [hiring@necvancouver.org](mailto:hiring@necvancouver.org)