

Program Manager
Interim Replacement

Associate of Arts Indigenous Studies
Main Campus

NEC Native Education College is a large private Indigenous college in Vancouver and works with First Nations and Indigenous organizations to deliver programs in locations throughout British Columbia. NEC strengthens Indigenous communities by offering programs that lead to employment and higher learning. We seek a Program Manager to oversee the recruitment, curriculum development, program planning, and delivery of the Associate of Arts Indigenous Studies. At NEC, we are grounded in our longhouse values of diversity, respect, gratitude, understanding, and accountability, which are the qualities we seek in a successful candidate.

Position Summary

The purpose of the program Manager of the Associate of Arts Indigenous Studies is to develop, implement, and coordinate quality education for Indigenous Peoples in class and online delivery. The successful candidate will participate in the hiring process, supervise program faculty, and participate in the marketing of the program and the admissions process. The program Manager monitors student performance during and after enrolment, ensuring student data management and teaches at least one course per semester. The Manager will actively participate in hiring regular and casual instructors and managing employment contracts. Finally, the Manager will be called to perform other duties within the Longhouse that are part of our longhouse values and cultural authenticity. The program is delivered via an asynchronous online delivery model.

Skills & Qualifications:

- MA, PhD preferred in Indigenous Studies, or a related discipline, or suitable combination of education and related experience
- Experience in working with Indigenous communities and in particular issues related to delivering adult education
- Supervisory and project management experience would be an asset
- Excellent oral and written communication skills
- Ability to work independently and a part of a team
- Good computer skills and knowledge of basic office procedures
- Preference is given to a person of Indigenous ancestry

Knowledge, Skills and Abilities:

- Knowledge and skill in coordinating administrative procedures, schedules, courses, etc.
- Knowledge of the best practices of the Indigenous adult education field.
- Ability to effectively communicate with students, the public, colleagues, and other post-secondary institutions
- Knowledgeable and demonstrated expertise in the program content area
- Teaching experience with Indigenous adult learners
- Demonstrated experience and skills working directly with Indigenous Peoples
- Experience with online learning platforms is necessary
- The successful applicant should be able to develop and maintain a curriculum from an Indigenous standpoint

Terms:

Appointment to this full-time interim 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:
Start / End Date:
Hours:
Salary:

Open until filled
March 31, 2025 - June 27, 2025
35 hrs/week
\$45.05/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
Vancouver, BC

NEC Native Education College
V5T 1H2

285 East 5th Avenue
E-mail: hiring@necvancouver.org