

Recruitment Specialist

MAIN CAMPUS

NEC Native Education College is the largest private Indigenous College in Vancouver and also works with First Nations and Indigenous organizations to deliver programs in locations throughout British Columbia. NEC works to strengthen Indigenous communities through offering programs to lead employment and higher learning. NEC is seeking a Recruitment Specialist to work within the Marketing Department to support and enhance enrollment, outreach, and other functions associated with the college.

Position Responsibilities:

This position works with all NEC programs and keeps positive relations with all staff. Work may take place outside of normal business hours and the incumbent may be expected to do some traveling, facilitate related workshops and represent NEC in outside activities. Duties include:

- Build and maintain a network of relationships with community agencies to provide information on NEC programs and services and distribute print materials.
- Attend Indigenous community events (in person and virtual) to provide information, support and engagement with prospective NEC students and their connections.
- Provide prospective students with tours of NEC, staff support, contact information, and assistance with the application process.
- Collaborate with Marketing Specialist on the development and maintenance of marketing effectiveness evaluation tools including tracking and reporting statistics in relation to events and initiatives.
- Host info sessions throughout the year and especially during peak recruitment periods (February-July)
- Create and manage social media content including Tik Tok, Instagram, Facebook, etc.
- Other duties as called upon to contribute to cultural work in the Longhouse.
- Follow annual marketing plan as guided by Marketing Specialist.

Qualifications:

Any combination of education and work experience as follows will be considered.

- Certificate or diploma in related field such as marketing or project management. A degree in a field unrelated to marketing is acceptable.
- At least one year of proven experience working in a business, non-profit agency or educational institution.
- Proficient in cultural protocols, practices and diversity in First Nations communities.
- Ability to communicate with tact and discretion, and the ability to organize tasks and work well independently.
- Ability to show initiative and meet deadlines.
- Demonstrated superior communication skills (oral, written and presentation) for clear and tactful relations with students, staff and other colleges/universities, external agencies, and the general public.

Terms:

Appointment to this position will require a formal criminal record check, the details of which may preclude finalizing an offer of employment. NEC encourages applications from members of equity-seeking groups. We welcome all applicants, although Indigenous ancestry is preferred.

Closing Date:	UNTIL FILLED
Start Date:	ASAP
Hours:	35 hours per week, possibility of evening and weekend shifts
Salary:	\$26.41/hr

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

285 East 5th Avenue
V5T 1H2

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