

Office Administration & Employment Training Certificate Program
In-person or online delivery options available.

NEC Native Education College is the largest private Indigenous College in BC, working with First Nations and Indigenous organizations to deliver programs in locations throughout British Columbia. We strive to combine academic excellence with a strong commitment to First Nations community-based education and the best practices of adult education. At NEC, we are grounded in our Longhouse values of Diversity, Respect, Gratitude, Understanding and Accountability; these are qualities we are looking for in a successful candidate. We require an experienced Office Administration Employment Training instructor for the courses below.

- **OAET 155 Administrative Procedures**
- **OAET 150 Interpersonal Relations**
- **OAET 180 Job Search Techniques**
- **OAET 111 Keyboarding and Business Documents**
- **OAET 145 Business English & Communication**

Instructor Qualifications:

- Bachelor's degree in a relevant field: a Business or Education degree will also be considered.
- As equivalent combination of education and work experience will be considered
- A minimum of 2 years post-secondary instructional experience
- Knowledge of and successful experience with Indigenous adult instructional methodology. Indigenous ancestry or extensive experience working with indigenous organizations.
- Trauma-informed practices to create a supportive and understanding learning environment.
- Proficiency working online and adapting to a hybrid teaching environment
- Preparation of educational materials for interactive classroom sessions, prioritizing student engagement and individualized learning
- Develop and administer lesson plans/exams/assignments/projects, and overall course assessment of the students' work while ensuring students' awareness of course objectives and NEC's Longhouse values and expectations.
- Excellent verbal, written and computer communication skills.
- Experience of MS Office including Word, Excel, Power Point, Access, Outlook, Teams, Zoom, Canva, including Moodle or equivalent LMS platform.

Terms:

Appointment to this casual contract position will require a formal criminal record check, the details of which may preclude an offer of employment being finalized. Preference will be given to qualified Indigenous applicants and individuals with former clinical group supervision. NEC encourages applications from members of equity seeking groups.

Closing Date:	Open Until Filled
Contract Dates:	Now until December 18, 2025 (7.5 hours/week) January – June 2026, 10-20 hours/week
Schedule:	Flexible – In-person
Salary:	\$ 39.56/hour

Application Details:

Please submit your resume, contact information for 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
NEC Native Education College

Email: hiring@necvancouver.org
285 East 5th Avenue

Vancouver, BC V5T 1H2