



## **EMPLOYMENT OPPORTUNITY**

Internal / External

### **Full time Permanent**

Book Store/Giftshop Coordinator

**Main Campus**

Native Education College (NEC) opened its doors in 1967 and is British Columbia's largest private Indigenous college. NEC contributes to an Indigenous, holistic educational experience that supports learners in fulfilling their responsibilities to family, community, and Nation as autonomous Peoples.

NEC provides culturally relevant education and training that honors Indigenous knowledge systems, cultural identity, and lived experience. NEC's Learning Centre, Knowledge Centre, Longhouse, Academic Program and Campus Services work together to support learners academically, culturally, and relationally. The NEC Bookstore and Gift Shop is part of this integrated learning environment, supporting access to academic materials while actively contributing to the preservation, visibility, and continuity of Indigenous knowledge, authorship, and creative economies as part of NEC's commitment to the prevention of genocide.

#### **Position Summary:**

The Bookstore & Gift Shop Coordinator supports the daily operations of the NEC Bookstore and Gift Shop, a space promoting indigenous culture that functions as both a retail environment and a learning support resource integral to NEC's academic and cultural mandate. The role contributes to learner success by ensuring timely access to required and recommended course materials while prioritizing Indigenous-authored works, community-created items, and culturally meaningful resources.

Working in alignment with the Learning Centre, Knowledge Centre, Program Managers, and the Academic Management Team, the Coordinator ensures the Bookstore and Gift Shop operates as an extension of NEC's educational mission. The position supporting cultural continuity and Indigenous knowledge transmission as part of NEC's commitment to long-term community strength and self-determination.

#### **Main Responsibilities:**

- Responsible for the daily operations of the NEC Bookstore and Gift Shop, including customer service, sales transactions, inventory control, and merchandising.
- Promote Indigenous knowledge continuity by prioritizing and acquiring Indigenous-authored books, cultural materials, artwork, and community-created products from Indigenous publishers, authors, artists, and community-based suppliers, in alignment with NEC's values and commitments to cultural preservation.
- Provide welcoming, respectful, and culturally safe service to students, staff, faculty, and community members.
- Collaborate with the Academic and Student Services Team to ensure learners have access to required textbooks, course materials, and learning resources that are current and aligned with curriculum requirements.
- Maintain accurate inventory records, process orders, receive shipments, and be responsible for pricing, display, and organization of inventories.
- Responsible for student locker rental and record keeping.

- Ensure the Bookstore and Gift Shop reflect Indigenous values, cultural respect, and community representation in both operations and presentation.
- Responsible for point-of-sale systems, cash handling, reconciliation, invoicing and reporting in accordance with NEC policies and procedures.
- Entering textbook costs and student pickup information into Colleague system within deadlines established internally.
- Assist with seasonal planning, promotions, and special events connected to academic calendars, program start dates, community gatherings, and cultural programming.
- Contribute to a positive, organized, and respectful work environment consistent with unionized workplace expectations.
- Uphold NEC policies, procedures, and Indigenous cultural protocols in all aspects of the role, recognizing the bookstore as a site of learning, representation, and cultural responsibility.

**Preferred Qualifications:**

- Minimum two years of experience in retail, bookstore operations, customer service, or inventory management.
- Experience working in an Indigenous organization is an asset.
- Strong communication and collaboration skills, with the ability to work effectively with faculty, program staff, and campus teams to support learner access to course materials.
- Understanding of Indigenous cultural values, community engagement, and respectful service practices.
- Awareness of the role of education, language, and cultural representation in supporting Indigenous self-determination and preventing cultural erasure.
- Strong communication, organization, and customer service skills.
- Ability to work independently and collaboratively within a unionized environment.
- Comfort working with point-of-sale systems and basic administrative tasks.
- Experience working with Indigenous communities or organizations is an asset.
- Must be able to pass a criminal record check.

**Terms:**

- Appointment may require a criminal record check; results may affect final offer of employment.
- Occasional evening and weekend hours may be required for programming or events.
- NEC encourages members of equity-seeking groups to apply; preference given to qualified Indigenous applicants

Closing Date:	Until Filled
Start Date:	ASAP
Days of Work:	Monday – Friday: 35 hours per week
Salary:	\$32.00/ hour as per Collective Agreement

**Application Details:**

Please submit your resume, names of three references from related work experience, a copy of your credentials and current related licenses 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  
Native Education College

285 East 5<sup>th</sup> Avenue  
Vancouver, BC

E-mail: [hiring@necvancouver.org](mailto: hiring@necvancouver.org)  
V5T 1H2