



EMPLOYMENT OPPORTUNITY
Internal / External
Full time Temporary- [5 Months]
Program Manager, HCAP- [Leave Replacement]
Main Campus

NEC respects the ancestral and unceded territory of the x^wməθkwəy'əm (Musqueam), Skwxwú7mesh (Squamish), and Səl̓ílwətaʔ/Selilwitulh (Tsleil-Waututh) Nations. NEC is dedicated to the Peoples of these territories and beyond. We are centering our Nations, one learner at a time. In doing this work collectively, we demonstrate that commitment is more than just showing up.

NEC is committed to protecting and upholding the dignity, safety, and identities of our Indigenous learners. We honor traditional values and Indigenous knowledge, fostering learners' identities, aspirations, and sense of belonging. Our academic programming and wrap-around supports are aligned with the Longhouse Values of the Host Nations.

Position Summary:

The Program Manager, Health Care Assistant Program (HCAP), provides operational leadership and oversight of program delivery, ensuring high-quality instruction, strong learner support, and alignment with institutional and provincial standards. In periods where there are no active learners, the role will focus on curriculum development, program planning, and continuous improvement initiatives.

Reporting to the Dean, the Program Manager translates academic strategy into effective day-to-day operations by coordinating faculty, supporting learners, and maintaining program excellence. This role plays a key part in ensuring alignment between curriculum, instruction, learner outcomes, and Indigenous ways of knowing and learning.

Main Responsibilities:

Program Leadership & Delivery

- Oversee day-to-day program operations, ensuring efficient and effective delivery
- Plan and manage program schedules aligned with academic calendars
- Coordinate faculty assignments and ensure continuity of instruction
- Monitor program performance and implement improvements to enhance learner outcomes

Curriculum & Instruction

- Ensure curriculum is delivered consistently and aligned with program standards
- Support culturally grounded teaching practices and Indigenous pedagogies
- Collaborate with academic leadership on curriculum updates and improvements
- Monitor instructional quality and alignment with learning outcomes

Learner Success

- Support learner engagement, retention, and completion
- Monitor attendance, progress, and performance, implementing early interventions where needed
- Address and resolve learner concerns, escalating complex issues as appropriate
- Foster a safe, inclusive, and culturally respectful learning environment

Faculty Coordination & Support

- Support faculty onboarding, communication, and ongoing guidance
- Monitor instructional delivery and provide feedback to maintain quality standards
- Ensure compliance with curriculum, grading, and academic policies
- Act as a liaison between faculty, leadership, and support services

Practicum & External Partnerships

- Coordinate and monitor clinical/practicum placements
- Liaise with healthcare partners to support quality learner experiences
- Ensure learners meet clinical readiness requirements (immunizations, certifications, documentation)
- Maintain compliance with provincial healthcare training standards

Reporting & Continuous Improvement

- Track program metrics (enrolment, retention, completion, outcomes)
- Support audits, accreditation, and program reviews
- Provide insights and recommendations to support program growth and improvement

Preferred Qualifications:

- Bachelor's degree in nursing, Health Sciences, Education, or a related field (master's preferred), or equivalent experience.
- Active registration and good standing with the British Columbia College of Nurses and Midwives (BCCNM) as an RN, RPN, or LPN (no restrictions).
- Minimum three (3) years of experience in program coordination, academic operations, clinical instruction, or healthcare education delivery.
- Experience in post-secondary and/or Indigenous education environments is an asset.
- Strong understanding of healthcare education, clinical training, and learner support.
- Proven ability to lead teams, coordinate operations, and manage clinical placements.
- Strong communication, organizational, and problem-solving skills.
- Ability to work effectively in a unionized environment.
- Ability to pass a criminal record check and meet healthcare compliance requirements.

Terms:

- This is a temporary contract position for a period of five (5) months.
- Employment will end on [September 16, 2026] unless extended or terminated earlier in accordance with organizational policies.
- Appointment may require a criminal record check; results may affect final offer of employment.
- NEC welcomes applications from all qualified candidates; preference given to qualified Indigenous applicants

Closing Date:	Until Filled
Start Date:	Asap
Days of Work:	Monday – Friday: 35 hours per week
Salary:	\$45.05/hr. 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 5th Avenue
Vancouver, BC

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