

## EMPLOYMENT OPPORTUNITY

Internal/External

### Full Time Permanent

## Learning Management System Coordinator

### Main Campus

NEC respects the ancestral and unceded territory of the x<sup>w</sup>məθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səlílwətaʔ/Selilwitulh (Tseil-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 Learning Management System (LMS) Coordinator is responsible for the day-to-day coordination, administration, and support of NEC's learning management and student information systems, including Moodle and Colleague, in a co-administrator capacity.

This role ensures the effective operation, accessibility, and reliability of academic systems that support teaching, learning, and student success. The LMS Coordinator provides front-line and backup support to students, assists faculty with system use, and maintains system configurations in alignment with approved policies and procedures.

### **Qualifications:**

- Diploma or degree in information systems, education technology, or a related field, or an equivalent combination of education and experience.
- Minimum 3 years of experience supporting learning management systems, preferably Moodle.
- Experience working with student information systems such as Colleague is an asset.
- Strong troubleshooting and problem-solving skills.
- Ability to explain technical concepts clearly to non-technical users.
- Excellent communication, organization, and time-management skills.
- Ability to work independently and collaboratively in a fast-paced academic environment.
- Familiarity with Indigenous learners, post-secondary education, or non-profit organizations is an asset.

### **Terms:**

Appointment to this full-time position will require a formal criminal record check, the details of which may preclude finalizing an offer of employment. Preference will be given to qualified Indigenous applicants.

<b>Closing Date:</b>	Open until filled.
<b>Start Date:</b>	Asap
<b>Hours:</b>	Monday-Friday, 8:30 am to 4:30 pm (35 hrs./week)
<b>Salary:</b>	\$45.00/hr. as per Collective Agreement
<b>Position:</b>	Unionized

### **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