



EMPLOYMENT OPPORTUNITY
Internal / External
Full time Permanent
Recruitment Specialist
Main Campus

NEC respects the ancestral and unceded territory of the xʷməθkʷəy̓əm (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 Recruitment Specialist supports learner recruitment and academic outreach by promoting NEC programs, engaging prospective learners, and building relationships with schools, communities, and partner organizations.

This role focuses on educational outreach, presentations, student engagement, and strengthening pathways into NEC programs.

Main Responsibilities:

- Promote NEC academic programs through outreach events, presentations, and community engagement
- Build relationships with schools, counsellors, and community organizations
- Support prospective learners by providing program and pathway information
- Coordinate outreach activities, school visits, workshops, and recruitment events
- Collaborate with academic and marketing teams to support recruitment initiatives
- Track outreach activities, engagement, and recruitment trends
- Support culturally safe and learner-centered engagement practices

Preferred Qualifications:

- Certificate, diploma or degree in Education, Communications, Marketing, or related field (or equivalent experience)
- 1–3 years of experience in outreach, student recruitment, community engagement, or related work
- Strong communication, presentation, and relationship-building skills
- Ability to work independently and manage multiple priorities
- Experience working with Indigenous communities or educational organizations is an asset

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 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:	\$26.41/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)
V5T 1H2