



EMPLOYMENT OPPORTUNITY

Internal / External

Full Time Permanent

Long House Coordinator (Community Engagement)

NEC respects the ancestral and unceded territory of the x^wməθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səl̓ílwətaʔ/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 Longhouse Coordinator (Community Engagement) helps strengthen NEC's relationships with Indigenous communities by walking alongside partners, supporting meaningful collaboration, and creating pathways that uplift learner success.

This role helps weave together community voices, NEC departments, and Longhouse values, ensuring our work is grounded in respect, reciprocity, and connection.

Main Responsibilities:

- Build respectful, trusting relationships with Nations, community partners, and organizations, showing up with humility and carrying NEC's values in every interaction.
- Support partnerships that uplift learners by walking alongside community partners and honoring Indigenous protocols in all collaborative work.
- Help bring community-driven initiatives to life through gentle coordination, follow-through, and activities rooted in reciprocity and Longhouse values.
- Keep communication flowing between NEC and community partners by sharing updates, gathering feedback, and strengthening relationships through open, grounded dialogue.
- Support preparation for meetings and gatherings while keeping clear, organized records that help the team stay aligned and maintain strong community connections.

Preferred Qualifications:

- Certificate, diploma, coursework, or lived/community experience in Indigenous studies, community development, or a combination of skills and experience will be welcomed and considered.
- Ability to work respectfully and collaboratively with Elders, Knowledge Keepers, and community members in ways that honor cultural protocols.
- Strong organizational skills and the ability to coordinate activities with care and attention.
- Comfortable working both independently and as part of a team that supports one another.
- Confident using Microsoft Office and related digital tools.

- Valid BC Driver’s License and ability to travel locally when needed to support community connections.

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:	\$55-65K

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