

EMPLOYMENT OPPORTUNITY
INTERNAL / EXTERNAL POST
Buildings Summer Student

NEC respects the ancestral and unceded territory of the xʷməθkʷəy̅əm (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.

Duties:

Building Operation and Maintenance

- Routine and scheduled interior cleaning operations
- Minor repairs to the buildings and equipment
- Maintain exterior grounds in a clean and tidy manner
- Move furniture, equipment and supplies
- Set up rooms for rental and events
- Help ensure proper and efficient operation of all building equipment and systems (mechanical, electrical and plumbing)

Administration and other:

- receiving incoming courier packages
- inspecting and reporting procedures

Qualifications:

- Able to carry out duties noted above, and similar work experience will be considered an asset
- Registered as a full-time student in 2025-2026 academic year
- Intend to return to school on a full-time basis next academic year
- Must meet program or eligibility requirements, where applicable
- Canadian citizen, permanent resident and off-reserve Aboriginal (status or non-status Indigenous, Inuit or Metis)

Terms:

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

*This position is funded through the Aboriginal Community Careers Employment Services Society (ACCESS).

NOTE: This position may be scheduled for work some weekends.

Closing Date:	UNTIL FILLED
Start Date:	Asap
End Date:	August 27, 2026
Hours:	8:30-4:30, Monday to Friday
Salary:	\$20.00/Hour
Position:	Unionized

Application Details:

Please submit your resume, names of three references from related work experience, 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
NEC Native Education College

285 East 5th Avenue
Vancouver, BC V5T 1H2

hirings@necvancouver.org