



**EMPLOYMENT OPPORTUNITY**  
Internal / External  
**Curriculum Instruction Coordinator**  
Full Time Permanent

NEC respects the ancestral and unceded territory of the x<sup>m</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 Curriculum Instruction Coordinator supports the smooth, day-to-day delivery of curriculum and instructional activities across NEC programs. This role helps ensure that instructors have the materials and logistical support they need to provide high-quality, culturally safe learning experiences for students.

Working closely with faculty and academic teams, the coordinator organizes curriculum resources, and supports the operational flow of classes in alignment with NEC's academic standards and community-focused approach

**Qualifications:**

- Diploma, bachelor's or master's in education, Administration, Curriculum development, Instructional design, or a related field; or an equivalent combination of training and experience.
- 2–4 years of experience in coordination, academic support, or similar roles.
- Strong organizational, scheduling, and time-management skills.
- Experience working collaboratively with faculty, instructors, or instructional teams.
- Clear communication skills and the ability to prepare and maintain accurate documentation.
- Ability to manage multiple timelines and priorities in a fast-paced academic environment.
- Familiarity with post-secondary or Indigenous-serving educational settings is an asset.
- Commitment to supporting Indigenous learners and contributing to a culturally safe learning environment.

**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>	\$47.00/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