

EMPLOYMENT OPPORTUNITY

Internal / External

Program Manager

Family Community and Counselling Program

Main Campus

NEC respects the ancestral and unceded territory of the x^wməθkwəyəm (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 Program Manager provides operational and academic leadership for an assigned program area, ensuring that curriculum is delivered effectively, learners are supported throughout their educational journey, and program operations run smoothly and in alignment with NEC's institutional standards.

Working under the direction of the Dean, the Program Manager translates academic strategy into day-to-day program delivery by coordinating faculty, supporting learner success, and maintaining program quality.

This role ensures strong alignment between curriculum, instruction, learner outcomes, and operational requirements while upholding Indigenous knowledge systems, cultural safety, and Longhouse values.

Qualifications:

- Master's degree in education, Science, or a related field; a PhD is preferred. An equivalent combination of education and relevant experience will also be considered.
- Minimum of five (5) years of experience in program coordination, academic delivery, or related roles within educational settings.
- Experience working in post-secondary or Indigenous-serving educational environments is an asset.
- Strong understanding of curriculum delivery, instructional practices, and learner-centered support approaches.
- Demonstrated ability to coordinate teams, support faculty, and guide program activities effectively.
- Excellent communication, organizational, and problem-solving skills, with the ability to manage multiple priorities in a dynamic academic environment.
- Commitment to Indigenous education, cultural safety, and NEC's Longhouse values.
- Proficiency with Moodle is required.

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.

Closing Date:	Open until filled.
Start Date:	Asap
Hours:	Monday-Friday, 8:30 am to 4:30 pm- 35 hrs./week
Salary:	\$45.05/hr. As Per Collective Agreement
Position:	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 5th Avenue
Vancouver, BC

E-mail: hirings@necvancouver.org
V5T 1H2