

EMPLOYMENT OPPORTUNITY

Internal / External

IABE Assistant

Main Campus

NEC respects the ancestral and unceded territory of the x̱m̱əθkwəy̱əm (Musqueam), Skwxwú7mesh (Squamish), and Səlilwətaʔ/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 IABE Assistant provides administrative and clerical support to the Indigenous Adult and Basic Education (IABE) program. This role supports program operations by maintaining accurate records, processing attendance and grades, preparing student correspondence, and assisting with enrollment-related processes.

The position works closely with Program Managers, faculty, and Student Services to ensure timely, accurate, and compliant academic records and student communications. This role does not make academic decisions but supports approved administrative processes.

Qualifications:

- Diploma or certificate in office administration, business administration, or a related field.
- Experience in clerical or administrative support, preferably in an educational or non-profit environment.
- Strong data entry skills with high attention to accuracy and detail.
- Experience working with student information systems, databases, or learning management systems is an asset.
- Excellent written and verbal communication skills.
- Strong organizational and time-management skills.
- Ability to work independently and collaboratively in a team environment.
- Familiarity with Indigenous communities, learners, or organizations is an asset.

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:	\$30/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: hire@necvancouver.org
V5T 1H2