

**EMPLOYMENT OPPORTUNITY**  
Internal / External  
**Manager of Academics (Online)**  
Main Campus

NEC respects the ancestral and unceded territory of the xʷməθkʷəʔəm (Musqueam), Skwxwú7mesh (Squamish), and Səlílwətaʔ/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 Manager of Academics (Online Delivery) provides leadership, coordination, and quality assurance for all NEC online academic programs. The role ensures effective virtual instruction, strong digital learning systems performance, and consistent online delivery aligned with institutional standards and Longhouse values.

This position oversees LMS operations, supports faculty in digital teaching practices, and strengthens the online learner experience through culturally grounded, accessible, and high-quality virtual learning environments.

**Qualifications:**

- Master's degree in education or a related field, or an equivalent combination of education and experience.
- Minimum five (5) years of experience in academic delivery, online education, or digital learning operations.
- Demonstrated proficiency with learning management systems, including Moodle or comparable platforms.
- Strong understanding of online pedagogy, virtual learning environments, and effective digital instructional practices.
- Excellent communication, coordination, and relationship-building skills.
- Proven ability to manage multiple academic priorities and support instructional teams in virtual settings.
- Experience working within Indigenous or community-based organizations is considered an asset.
- Ability to work both independently and collaboratively within a team-oriented 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.

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|----------------------|-------------------------------------------------|
| <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>       | \$85-90K/Yr.                                    |
| <b>Position:</b>     | Excluded                                        |

**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