

EMPLOYMENT OPPORTUNITY

Internal / External

Privacy Officer

Main Campus

NEC respects the ancestral and unceded territory of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səlíl̓wətaʔ/Selilwutlh (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 Privacy Officer is responsible for overseeing the protection of personal information and ensuring compliance with privacy legislation, policies, and best practices at NEC. This role provides guidance on the collection, use, disclosure, and storage of personal information across the organization.

The Privacy Officer works with leadership and external stakeholders to ensure privacy risks are managed, policies are followed, and a culture of privacy and confidentiality is maintained in alignment with NEC's mission and Longhouse values.

Qualifications:

- Degree in Law, Information Management, Public Administration, or related field (or equivalent experience).
- 3–5 years of experience in privacy, compliance, or risk management.
- Strong knowledge of privacy legislation and data protection practices.
- Experience conducting privacy impact assessments (PIAs).
- Strong analytical, problem-solving, and decision-making skills.
- Excellent communication and training abilities.
- High level of integrity and ability to handle sensitive information.
- Experience in post-secondary or non-profit environments is an asset.
- Ability to pass a criminal record check.

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:	\$80-90K/yr.
Position:	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 5th Avenue
Vancouver, BC

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