

EMPLOYMENT OPPORTUNITY
Internal / External
Senior Administrative Manager
Main Campus

NEC respects the ancestral and unceded territory of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Səlíl̓wətaʔ/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 Senior Administrative Manager provides institution-wide leadership to strengthen NEC's administrative systems, workflows, and service delivery. This role leads to the development of administrative policies and standard procedures, mentors and trains administrative staff, and enhances operational efficiencies across departments.

Working closely with Buildings & Operations, the Manager supports back-end operational priorities, including classroom and boardroom scheduling, functional space planning, and coordination of facility usage. The position also provides HR administrative support, ensuring consistent, reliable, and culturally grounded administrative services throughout the institution.

Qualifications:

- Post-secondary education in administration, business management, or a related field; equivalent experience considered.
- Minimum five (5) years of experience in administrative management or office operations, preferably in post-secondary, Indigenous, or non-profit settings.
- Demonstrated ability to improve administrative workflows, efficiencies, and standard procedures.
- Experience in mentoring, training, and supporting administrative staff.
- Strong organizational and coordination skills, including scheduling, space management, and operational support.
- Knowledge of administrative policy implementation and documentation practices.
- Experience providing administrative support for HR.
- Proficiency with digital tools and office systems (Outlook, Teams, SharePoint, Moodle, Resource Drive).
- Strong communication and relationship-building skills across diverse teams.
- 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
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