



JOB POSTING

DEPARTMENT: Education Department
SUPERVISOR: Band Administrator(s)
POSITION/TITLE: Education Coordinator
TERM: Part-Time – Temporary (Maternity Leave)

Simpcw First Nation Administration Division is responsible for the overall management of the operating, program services, capital, and financial affairs of the Simpcw First Nation and for the direct management of the day-to-day operating, delivery, and administration. The purpose of this position is to provide the coordination and clerical services for the maintenance of the administrative and financial tasks required for the provision of educational services to Simpcw First Nation Members. The Education Coordinator provides services for students in Elementary, Secondary and Post-Secondary school.

Required Qualifications:

- Post-Secondary certificate or higher in Education and one year directly related administrative experience or an equivalent combination of education and experience
- Demonstrated experience program administration
- Must have a valid BC Driver's License
- Knowledge of managing budget accounting figures and financial records
- Knowledge and proficiency with Microsoft Word, Excel, Office 365, and Sage 300 Accounting Software
- Professional manner and conduct when communicating and relaying written correspondence with stakeholders, clients, staff, and managers
- Ability to work both in a team environment and independently
- Strong knowledge of requirements of educational institutions and funding programs
- Strong organizing, planning, and coordinating skills

Education Support duties and responsibilities:

- Coordinate and manage concurrent activities and allocate resources appropriately
- Keep organized and well-maintained records and reporting documents
- Communicate with clients and institutions effectively as needed
- Maintain strict confidentiality with all information
- Processing and intake of Post-Secondary applications from members
- Providing support to students to ensure successful completion of studies for Elementary, Secondary and Post-Secondary
- Maintain, develop, monitor budgets and preparing funding reports to Simpcw Administration, FNEESC and ISC
- Liaise with School District 73 & School District 57 Workers to carry out the Local Education Agreement
- Amend Policies as needed or Provincial
- Other duties as assigned by the Band Administrator

Simpcw First Nation offers competitive salary packages, an incredible work environment, and career advancement opportunities.

Please submit a cover letter, resume, and references by email to band.administrator@simpcw.com or by mail:

Simpcw First Nation
Attn: Rhonda Kershaw
PO Box 220 Barriere BC V0E

Deadline for Applications:

Start Date: ASAP

We thank you for your interest and advise that only shortlisted applicants will be contacted for interviews.

Please note that the successful applicant will require a Criminal Record Check including a vulnerable sector search, the details of which may preclude an offer of employment being finalized.

This posting may remain open until the position is filled. Only those selected for an interview will be contacted. Preference will be given to persons of Simpcw or Aboriginal ancestry as per Section 16(1) of the *Canadian Human Rights Act*. Appointment to this position will require a formal criminal record check, the details of which may preclude an offer of employment being finalized.