



Wanted: Education Coordinator

Start Date: January 2020 **Deadline to apply: Dec 13, 2019**
Probation: 6 Months Date Posted: November 26, 2019
Pay: \$18-\$25 / hour
(rate depending on experience, training to be provided)

General Purpose:

Tsal'alh's Education Coordinator coordinates and manages the Education Program for Tsal'alh Administration, providing support and services for children, youth and adult learners. The Education Coordinator is the main contact and representative for Tsal'alh's Education programs and services. The Education Coordinator is a strong, positive role model in Tsal'alh, who is approachable, knowledgeable and has great interpersonal skills.

Training for this position is available for an applicant who may have some of the experience and skills required. Training starts in January 2020.

Responsibilities, including but not limited to:

- Knowledge of St'at'imc culture, history and language
- Represent Tsal'alh for Education Services and Programs
- Act as a liaison for school, students and parents, provide support and guidance for successful participation in education program / school / lifelong learning (monitor attendance, homework, special needs, outreach)
- Plan and apply for programs based on Tsal'alh needs, based on individual learning plans, and Tsal'alh Strategic Plan and Comprehensive Community Plan
- Prepare and manage monthly, semi-annually, annual payments related to education program, including but not limited to Nominal Roll, Student Allowances, Post-secondary living allowances, tuition, travel allowances (as applicable), bursaries, grants, scholarships, and other payments
- Prepare and submit the annual nominal roles
- Conduct research, collect and analyze data to prepare operating plans, individual learning plans, budgets, reports and documents
- Manage and maintain Education Program calendars, reporting dates, enrollment dates, etc.
- Develop 90 day work plan, followed by annual work plan, and eventually multi-year work plans and budgets in accordance with Tsal'alh Administration
- Develop individual Tsal'alhmeec education plans, help with career plans, training plans, provide career counseling, work search, and facilitate individual and group capacity building
- Assist in Budget preparation and analyzation for Ski'l Mountain Community School, Elementary, Secondary, Adult, Post-Secondary, Trades and Capacity Building Programs and Projects
- Adherence to code of conduct and organization structure

Academic/Educational Requirements

- Completion of Secondary school is required
- Certificates and Capacity Building Courses
- Some Post-Secondary Education (Business Administration Diploma or Degree an asset)

Required Skills/Experience

- Minimum of 2 year's office experience
- Working knowledge or willing to learn about First Nations Education Steering Committee, Indigenous Services Canada K-12 and Post-Secondary Education Policies, and other partner organizations
- Computer skills
- Excellent grammar and good communication skills (written and verbal)
- Decision-making ability, ability to demonstrate tact, discretion and sound judgement (confidentiality and best use of information to help clients and organization achieve goals)
- Adaptability and ability to use initiative to engage clients and stakeholders
- Ability to work for Administrator and Council and as a Team member in Tsal'ah

Working Conditions

- Ability to work in a remote community, and ability to travel frequently –in and out of community
- Must have a valid Class 5 Driver's License and own reliable transportation (for meetings and to be eligible for travel/mileage claims)
- Report to work during regular office hours, Mon-Thurs 8 a.m. to 4 p.m. Fri 8 a.m. to 12 p.m. minimum 32 hours per week
- Ability to communicate effectively with learners with various levels, needs and abilities
- Be able to attend some evening and weekend meetings
- Criminal record check required

Interested applicants can submit Cover Letter, Resume (including 3 references)

To the attention of:

Crystal Branget, Band Administrator

Tsal'ah Administration

Box 76 Shalalth, BC V0N3C0

Fax: 250-259-8384

E-mail: adm.tsalah13@gmail.com

(Email, fax, mail, and in person accepted)

We thank everyone who applies to join our team – however only qualified, selected applicants will be contacted. Training, opportunity for growth and development are available for a trainable applicant.



St'at'imc Career Development Practice Training Program

With Douglas College, Continuing Education

January 2020 – January 2021

CDPP 267	Ethics for Career Development Professionals	January 13 & 14, 2020	Apply the Code of Ethics to Case Scenarios and learn about ethical standards for CDPs
CDPP 275	Resumes & Cover Letters	February 3 & 4, 2020	Learn how to create and teach about great resumes and cover letters.
CDPP 750	Theories, Models and Strategies	February 10, 11, 24 & 25, 2020	Explore foundational and emerging theories in the field of Career Development. Apply to a case study.
CDPP 262	Career Development Practice	March 9, 10, 23 & 24, 2020	Gain exposure to the wide-range of roles Career Development Practitioners play in different communities.
CDPP 757	Career Transitions Management	April 6, 7, 20 & 21, 2020	Develop an understanding of the kinds of transitions people go through and how best to navigate them.
CDPP 752	Career Decision Making	May 4 & 5 online to May 24	Learn about the use of career assessments in the career decision making process.
CDPP 756	Labour Market Information	June 1 & 2 online to June 21	Gain an understanding of key labour market data and how to use these data to help job seekers.
TICDP*	Trauma Informed Career Development Practice	June 22 & 23 (no online)	Explore the impacts of trauma on individuals and learn about trauma-informed best practices for CDPs
CDPP 754	Introduction to Vocational Rehabilitation	September 14 & 15 online to October 4	Learn about disabilities and how to assist job seekers to gain accommodations
CDPP 753	Facilitated Learning	October 5 & 6, online to October 25	Learn and practice good facilitation techniques for employment related training programs.
ACDP 100	Case Management	November 2 & 3 online to November 22	Explore the process of case management and learn how to write effective rationales and reports.
ACDP 500*	Aboriginal Topics in Employment	November 30 & December 1 online to December 20	Learn about the historical impacts and systemic barriers Indigenous clients may face. Develop hope-filled strategies to work with Indigenous clients.
CDPP 758*	Interview Skills	January 2021 11 & 12 online to January 31	Practice interview skills and learn methods for teaching others about how to do a good job interview.

Students who successfully complete these courses will be eligible to graduate in February 2021.