



WEI WAI KUM FIRST NATION

1650 Old Spit Road, Campbell River, BC, Canada V9W-3E8

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May 14, 2020

JOB POSTING MATERNITY LEAVE- EDUCATION COORDINATOR

Wei Wai Kum First Nation is accepting applications for the position of an Education Coordinator for a one year contract.

Position Summary:

The Education Coordinator/Executive Assistant shall coordinate and administer the Band Post-Secondary (PSE), Adult Basic Education (ABE), Occupational Skills Training (OST), and Summer Work Experience Program, to ensure that students' needs are met in a manner to assist them to reach their goals. The Education Coordinator requires collaborative work with other Education staff, the local school district, employment agencies, post-secondary institutions and other relative organizations. This individual will engage our administrative managers and other potential local employers to keep students informed of capacity needs within our community and the large surrounding community.

QUALIFICATIONS:

This position requires:

- Understanding of INAC and FNESC programs
- Strong proposal writing skills, report writing, and communications
- Post-Secondary Diploma in Office Administration and/or a minimum of four (4) years of experience in an administrative office setting
- Computer skills – MS Office, Internet and email
- Strong interpersonal skills
- Excellent organizational and prioritizing skills
- Possess strong written and verbal communication skills
- Experience working within a First Nations environment is preferred
- Ability to work some flexible hours and under minimum supervision
- Ability to maintain a high level of confidentiality

Please mail, email or fax applications with a cover letter and resume to:

Jodi Boyd, Band Manager

Wei Wai Kum First Nation

1650 Old Spit Road

Campbell River BC V9W 3E8

Email: careers@weiwaikum.ca

CLOSING DATE: Friday June 26, 2020

Only those short-listed will be contacted for an interview