



EDUCATION COORDINATOR

Type of Position: Full Time Permanent

Closing Date: until filled.

About the Organization:

Xat'sull First Nation, a dynamic Indigenous community, is seeking a dedicated and detail-oriented Education Coordinator to join our team. Located near the vibrant city of Williams Lake, our Nation is deeply rooted in our rich heritage, culture, and breathtaking natural surroundings. With a population of 125 band members residing on-reserve and 300 off-reserve, our Nation continues to grow and prosper.

About the Position:

We are looking for an Education Coordinator who will be responsible for ensuring the Education Program's successful operations in alignment with the organization's vision, objectives, and strategic direction. This role involves interacting with students from public school to post-secondary levels, assisting them in accessing education to secure their future and advocating for education within the community. With exceptional communication and management skills, the Education Coordinator builds effective working relationships with community groups, funding agencies, and other external contacts, and has a clear, results-oriented focus on community development.

Key Responsibilities

Program Management

1. Assists in developing an operational plan, which encompasses goals and objectives for programs and services aligned with Xat'sull First Nation's strategic direction, including program delivery and evaluation.
2. Coordinates the day-to-day operations of various educational programs, such as the Head Start and Day Care Programs, Elementary/Secondary and Post-Secondary education programs, and Post-Secondary Education Assistance Program (PSEAP), and evaluates these programs.
3. Conducts needs assessments, identifies learning gaps, and leads in developing plans and priorities for creating programs to address the learning requirements of the organization and community to improve learning outcomes.
4. Coordinates post-secondary student programs, including reviewing applications with the Xat'sull First Nation Education Committee, and managing sponsorship and follow-up letters.
5. Manages education agreements between governing bodies and School Districts.
6. Liaises with education institutions to advocate for students to have access to all program information.

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www.xatsull.com

7. Provides counseling services related to further educational goals and plans.
8. Creates a safe and healthy environment for students, employees, and participants.
9. Participates in various education council and committee meetings (FNEC, FNEC, Skills Development Working Group).
10. Recognizes educational achievements of community members and coordinates events celebrating successes.
11. Identifies and partners with various organizations to develop joint special projects, enhancing the delivery of existing education programs and services for students.
12. Develops a database on education levels and requirements of the community.
13. Respects the confidential nature of the position and ensures the program adheres to confidentiality and privacy requirements.
14. Develops a communication strategy for public awareness of programs, services, and events.
15. Acts as a Liaison and represents the organization at community activities and events.

Finance / Reporting

1. Ensures all education funds are authorized and properly accounted for.
2. Prepares and monitors budgets; provides appropriate funding to eligible students and tracks payments.
3. Ensures regular reporting to Health Manager and appropriate agencies, most importantly completing financial reporting for respective government funding bodies.
4. Writes proposals to secure funding or develop programs.
5. Manages the preparation and submission of program reports, recommendations for program improvements, and program evaluations.

The duties listed above are provided as examples of areas of responsibility and are not intended to create responsibility limits, but to help provide an understanding of the scope of the position. All staff are expected to be team-oriented and maintain confidentiality of all information gained while working with the organization.

Knowledge, Skills, and Abilities

- Ability to work independently and build effective interpersonal relationships.
- Ability to organize, prioritize and manage concurrent projects and deadlines.
- Must display excellent written and oral communication skills, as well as organization skills and the ability to work with limited supervision.
- Exceptional integrity and professionalism, including maintaining confidentiality.
- Strong organizational and time management skills.
- Excellent teamwork, communication, and initiative skills.
- Dependable and reliable work ethic.
- Proficiency in using financial software, spreadsheets, and other Office applications, (e.g., Microsoft Excel, Word, PowerPoint, etc.). Exceptional attention to detail and accuracy in financial record keeping. Capable of using a large number of software functions.
- Demonstrated knowledge of Education Programs, government, and school regulations, Headstart and daycare regulations.
- Understanding of First Nations' needs, issues, and concerns.
- Awareness of and ability to demonstrate cultural awareness and sensitivity.
- Demonstrate a dedication to the role and to the Xat'sull First Nation community.

Experience and Education Requirements

- Bachelor's degree or Diploma in Education or related studies.
- Three to five years working in First Nations organizations.
- Experience in curriculum development, funding proposals, program assessment, and financial management.

Other Requirements

- Professional appearance.
- Follow all Xat'sull First Nation Policies and Procedures and display a commitment to the Values and Culture of the Xat'sull First Nation.
- Ability to undergo an appropriate criminal records review and police record check successfully and periodically is required.
- Possess a valid driver's license and a reliable vehicle.
- Travel to affiliated organization locations will be required.
- Ability to work flexible hours, including evenings and weekends, in some cases.
- Ability to perform the physical requirements of the job, which may occasionally include heavy lifting and carrying.

All interested applicants are encouraged to submit a cover letter and resume, outlining how you meet the qualifications to hr@xatsull.com.

Work Location: On-site

Closing Date: Open until filled

Schedule: Monday-Friday – 8:30 a.m. – 4:30 p.m. (with a 1-hour lunch)

Applications will be assessed as they are received, therefore early application is recommended. Applications will only be considered from those eligible to work in Canada. All applicants who require a work permit or sponsorship for employment in Canada will not be considered. Only those selected for an interview will be contacted. Preference will be given to persons of Aboriginal ancestry, as per Section 16(1) of the Canadian Human Rights Act.

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