



EDUCATION COORDINATOR

Type of Position: Full-time, Temporary

About the Position:

Xat'sull First Nation, a dynamic Indigenous community, is 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.

Reporting to the Director of Education, the Education Coordinator (Term) contributes to the overall success of the organization by effectively carrying out duties as they relate to K-12 programming. This role will act as support for community children and youth by engaging them in their respective schools to reduce barriers and increase access to services as well as in child and youth-based programming both in and outside of community. This role will work on reporting to governing agencies for Nominal Roll and the Joint Verification Process with the local District and Provincial Government.

Skills and Qualifications

Knowledge, Skills, and Abilities:

- Proven experience in client engagement and outreach work.
- Ability to work independently and build effective interpersonal relationships.
- Strong organizational skills with the ability to manage concurrent projects and deadlines.
- Knowledge of Labour Code, Occupational Health and Safety, Privacy and Human Rights legislation.
- Proficiency in word processing, databases, spreadsheets, email, and internet usage.
- Demonstrated knowledge of education programs and local school, District and Independent.
- Understanding of First Nation's needs, issues, and concerns.
- Awareness of and ability to demonstrate cultural awareness and sensitivity.
- Demonstrate a dedication to the role and to the XFN community.

Experience and Education Requirements:

3419 Mountain House Road, Williams Lake B.C., V2G 5L5
Phone: (250) 989-2323 / Fax: (250) 989-2300
email: reception@xatsull.com
www.xatsull.com

- 1+ Year experience working in an education setting
- Diploma in Human Resources or similar field preferred.
- Experience working with First Nations children and youth.

Other Requirements:

- Professional appearance.
- Follow all Xatśúll First Nation Policies and Procedures and display a commitment to the values and culture of the Xatśúll First Nation.
- Ability to undergo an appropriate criminal records review and police record check successfully and periodically is required.

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

Closing Date: Open until filled

Applications are 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.

Candidates who meet the above criteria will be contacted for an interview. Proof of certifications will be required prior to employment.

Work Location: In person

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