



Job Posting Education Assistant

BRIEF OVERVIEW

Reporting to the Director of Education, the Education Assistant is responsible for contributing to the overall success of the organization by effectively carrying out administrative and support functions, specifically in relation to the Director of Education. This role focuses on providing internal customers with effective, professional, and timely assistance and solutions to their administrative requirements. As a key front line staff member, the Education Assistant will have including dealings with associated agencies, levels of government, band membership and the general public.

| COMMUNICATIONS / CRITICAL SKILLS | FOUNDATIONAL KNOWLEDGE |
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| <ul style="list-style-type: none"> • Excellent communication and interpersonal skills, having a cordial and friendly approach. • Ability to work independently. • Creates customer-focused service and solutions with a genuine interest in meeting the needs of all parties. • Operates as part of a team and is flexible about the boundaries and functions of the job. • Maintains open and professional communications with co-workers, board members and all others who do business with the society or member bands. • Dealings with associated agencies, levels of government, band membership and the general public. • Communicates and discusses with team critical information including rationale behind decisions. • Creates an environment where open honest communication is valued and develops strong, cooperative relationships. • Sets and attains quality standards that meet or exceed requirements. • Maintains confidentiality of all information seen, heard or obtained by virtue of employment. • Recognizes and respects all cultural diversity and understands Aboriginal culture. • Strong administrative, organizational skills and ability to prioritize work. • Ability to self-regulate, meet deadlines, have attention to detail. • Self-starter, seeking out or taking the initiative to identify new challenges or opportunities and proactively doing things. • Critical thinking skills to analyze problems systematically, organize information, find root causes and generate options or solutions. | <p><u>Required:</u></p> <p style="text-align: center;"><i>Indigenous Perspective</i></p> <ul style="list-style-type: none"> • Demonstrated knowledge of education programs and regulations, including Head Start and daycare. • Understanding of First Nations needs, issues, and concerns. <p style="text-align: center;"><i>Western Ways</i></p> <ul style="list-style-type: none"> • Business Administration Certificate program. • One year to two years administrative or coordination experience. • Intermediate level proficiency in using computers: Microsoft 365, Microsoft Word, Excel, Outlook, PowerPoint, and various video conferencing platforms. • Valid driver's license (BC Class 5) and satisfactory driving record. • Criminal records check (vulnerable sector). <p><u>Preferred:</u></p> <ul style="list-style-type: none"> • First Aid/CPR certificate. • WHMIS certificate. |

Preference will be given to those of Aboriginal Ancestry - per Section 16(1) of the Canadian Human Rights Act.

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

