



Kanaka Bar Indian Band

2693 Siwash Road, PO Box 610, Lytton, BC, V0K 1Z0
250-455-2200

Employment Opportunity

Position: K-12 Education Coordinator

Organization: Kanaka Indian Bar Band

Reporting: Director of Programs and Services

Summary:

Kanaka Bar Indian Band has a vision to manage and use its land and resources to maintain a self-sufficient, sustainable and vibrant community. In 2016, Kanaka's Council adopted an organizational structure to implement this community vision. This new structure separates politics from business, decision-making from implementation, and social programming from for profit activities. With this posting, Kanaka Bar is inviting applicants to oversee the Education functions of the Kanaka Bar Indian Band. For more information on the community please review the rest of our website at: <http://www.kanakabarband.ca/>

The K-12 Education Coordinator will be responsible for planning, developing, managing, and delivering education, social, and career development programs to the Kanaka Bar students from Kindergarten through Grade 12. The K-12 Education Coordinator's main objective will be to achieve success in meeting Kanaka's vision statement regarding community development by creating a personalized program for each member. This will be a full-time position at Kanaka Bar from Monday to Friday.

Duties and Responsibilities:

- Stays informed on relevant policies, monitors, evaluations, and recommendations as needed.
- Performs all duties and responsibilities in accordance with Kanaka Bar Indian Band policies and procedure.
- Assists with the development of procedures, strategic plans, goals, objectives and departmental work plans.
- Maintains confidentiality on all matters relating to the affairs of the Kanaka Bar Band.
- Provides good public relations and greeting services to the public and staff.
- Ensure that all students are treated in a consistent and fair manner.
- Develops robust afterschool program for K-12 learners.
- Monitors, evaluates and manages education programs, services, policies and procedures.
- Manages the development and delivery of specific activities and services.



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- Research funding opportunities and ensure proposals are submitted.
- Evaluates community, client and partner needs, strategic goals and plans, policies and procedures, as required.
- Able to speak and write Nlaka'pamux or the willingness to learn would be considered an asset.
- Works and develops relationships with community-based groups, leaders, and staff to create programs that promote education and language.
- Takes the lead role in working with other departments, specialists, and staff to promote on-going education, training, and social development projects; and
- Perform other related duties and responsibilities as assigned.

Requirements:

- Able to work in BC.
- Minimum 2 years' experience in community work or related work required.
- Experience and exposure to a First Nations environment.
- Knowledge and understanding of Nlaka'pamux culture and heritage, BC's curriculum for K-12,
- Knowledge of Indigenous Services Canada's K-12 programs.
- Possess strong computer skills using Outlook, Word, Excel, PowerPoint and Xyntax accounting systems.
- Good verbal and written communication skills; Excellent analytical and organizational skills to achieve desired results.
- Diplomacy, tact and confidentiality in dealing with a variety of people and information.
- Reliability, good judgment, dependability and a mindset to continuously learn.
- Self-motivated and ability to work independently.
- Ability to work in a team-oriented environment.
- Flexibility is a must to adapt to changing work priorities.
- Valid class 5 driver's license

Working Conditions

- Physical presence at the Band office from Monday to Friday during regular office hours
- Interaction with employees, residents, membership, leadership and the public.
- Travel as and when required.
- Manual dexterity requires the use of desktop computers and peripherals.
- Sitting for extended periods of time.
- Driving long distances
- Light to moderate carrying and lifting- 10-40lbs (5-20kgs)



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- Vulnerable sector Criminal Record check

This is a full-time employment position based out of the Kanaka Bar's Band Office.

Existing Job Duty	Corresponding Tasks
Stays informed on relevant policies, monitors, evaluates, and recommends changes as needed;	Researches, promotes and coordinates opportunities for continuing education for adults, including night classes, online learning, and workshops. Researches, promotes and coordinates employment related training opportunities for members as requested.
Connects SA clients with health, education and job opportunities while ensuring confidentiality;	Assists employable SA clients with job search, resumes, cover letters, career counselling, interview skills and job readiness.
Develops robust afterschool program for K-12 learners;	Organizes educational evening and summer programs for children K-12, including, but not limited to tutoring, homework club, math club, book club, study group, career planning, art classes, music lessons, and more as the community requests.
Evaluates community, client and partner needs, strategic goals and plans, policies and procedures, as required;	Creates and circulates bi-annual community wide surveys to determine community needs and wants for learning supports and community programming, for the following 6 months. Develop a budget and seek funding support.
Works and develops relationships with community-based groups, leaders, and staff to create programs that promote education and language.	Coordinates community-based activities for youth and young adults that promote social inclusion, fellowship, and community mobilization. These activities should introduce community advocacy, stewardship, and social activism to build skills as ambassadors and future leaders for the Kanaka Bar community.
Monitors, evaluates and manages education programs, services, policies and procedures;	Facilitate job shadowing, volunteerism or apprenticeship opportunities and develop a program for young adults to build leadership skills and improve awareness and understanding of band politics and the business of administering a band office.