



Job Description – Education & Social Services Coordinator

Position:	Education & Social Services Coordinator
Organization:	Kanaka Bar Indian Band
Application Deadline:	January 22, 2021

Summary

The Coordinator of Education & Social Services is responsible for planning, developing, managing, and delivering education, social, language programs to the community members of Kanaka Bar across the lifespan. The Coordinator of Education & Social Services' main objective is to achieve success in meeting Kanaka's vision statement regarding community development by creating a personalized program for each member. For more information on the community, please review our website at: <http://www.kanakabarband.ca/>

Position

The Coordinator of Education & Social Services assists community members in the areas of:

- Staying informed on relevant Kanaka Bar's policies, monitoring, evaluating, and recommending changes as directed
- Assisting with the development of policies and procedures, strategic plans, goals, objectives and departmental work plans;
- Ensuring that all PSE applicants are treated in a consistent and fair manner.
- Development of a robust afterschool program for K-12 learners;
- Working with adult learners ensuring dignity and confidentiality of learners is maintained.
- Connecting SA clients with health, education and job opportunities while ensuring confidentiality;
- Monitoring, evaluating and managing education programs, services, policies and procedures;
- Managing the development and delivery of specific activities and services;
- Researching funding opportunities and ensuring proposals are submitted;
- Continually evaluating community, client and partner needs, strategic goals and plans, policies and procedures, as required;
- Identifying how services and programs can be integrated with other departments of Kanaka Bar Indian Band and consulting with those departments;
- Develop, update, and enforce all organization policies and procedures regarding Education & Language,
- Able to speak and write Nlaka'pamux or willingness to learn
- Work and develop relationships with community-based groups, leaders, and staff to create programs that promote education and language

- Take the lead role in working with other departments, specialists, and staff to promote on-going Education, Training, Social & Language projects
- Highly effective project management, prioritization, multi-tasking, and time management skills to meet deadlines
- Ability to work effectively and independently with all levels of health and administrative managers within the organization and with community leaders
- Effective written and verbal communication skills as well as presentation skills
- Energetic, self-motivated, and results-oriented
- Knowledge of education, social and language organizations, and agencies
- Sound leadership, staff management, and teambuilding skills
- Computer literate, including effective working skills of MS Word, Excel, PowerPoint, e-mail and Adobe Products.
- Ability to follow through and complete overlapping projects
- Strong work ethic and positive team attitude

Requirements

- Bachelor of Education or Social Work (BSW), or related field required. Registered to work in BC;
- Minimum 2 years' experience in community work required
- Knowledge and understanding of Nlaka'pamux culture and heritage;
- Experience working in a First Nations environment;
- Knowledge of BC Education Curriculum K-12;
- Knowledge of BC Employment and Income Assistance Program;
- Knowledge of Indigenous Services Canada K-12 and Postsecondary funding structure;
- Valid class 5 driver's license.

Working Conditions

- Interacts with residents, family members, staff, visitors, government agencies/personnel under all circumstances
- Some travel is required
- Ability to attend and conduct presentations
- Manual dexterity required to use desktop computer and peripherals
- After hours and some weekend work as required

This will be a full-time permanent position based out of the Kanaka Bar's Health and Social Services Department. Generous employee benefits package after 3 months of service. Compensation will consider both the qualification and experience of the applicant.

All qualified and interested applicants should submit cover letter and a resume to ceoblue@kanakabarband.ca by **4 p.m. on January 22, 2021**. We appreciate all applications; however, only short-listed applicants will be contacted to participate in the interview process. Starting date is negotiable once a suitable candidate is found.