



Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations

CAREER OPPORTUNITY

EDUCATION WORKER – Post-Secondary

The Ka:'yu:'k't'h'/Che:k'tles7et'h' First Nations (KCFNs) are a progressive, forward-thinking, modern, First Nations Treaty Government. We are growing & seek a career-minded, dedicated, hands-on, professional to assume the role of *Education Worker – Post Secondary (EW)*. The EW works with persons in the post-secondary system - serving KCFN members and children who reside in and outside of Hupsitas. He or she provides monetary and other resources to ensure KCFN members are getting the supports they need as they move within the post-secondary system. The EW also supports the development of KCFN employees in the way of training/capacity building.

This f/t, permanent, position is based out of the Campbell River or Hupsitas (Kyuquot) Offices. The EW role comes with a competitive wage, benefits/pension/EAP & time off to achieve work-life balance!

What you'll do:

- Develops and implements a communication and outreach plans needed to building capacity and capabilities of KCFN members and staff
- Assists KCFN members who wish to further their education (ie by helping members apply to schools, apply for funding, obtain transcripts and reports, seek academic support)
- Receives, reviews, and processes applications under KCFN's post-secondary programs
- Provides an array of support needed to ensure successful completion of post-secondary studies
- Follows and communicates KCFN's post-secondary policy (and recommends changes when needed)
- Sources programs and available funding for training opportunities in Campbell River as well as Hupsitas to enhance community capacity and entry into meaningful careers/jobs
- Sources out and works with a number of organizations to understand their services and resources -- and facilitates access between community members and those resources
- Partners with a number of training and employment organizations such as NETP, NVIATS, NIEFS, and various colleges/universities
- Prepares (or helps prepare) the annual post-secondary education registry report
- Organizes, hosts, education and career fairs
- Creates, develops, and maintains departmental policies
- Cross-trains with and covers for the K-12 Education Worker when he or she is away
- Sit on the Joint Occupational Health & Safety Committee as an employee representative – if requested

- Follows all safe work practices under applicable health and safety legislation/regulations – both federal and provincial
- Follows all KCFN policies, practices and procedures
- Adheres to all KCFN, provincial and federal laws/legislation/regulations
- Other duties/tasks/projects as assigned by the ED

Our ideal candidate:

- Post-secondary diploma or certificate in arts and sciences, education, social work, training & development, or youth work – *strong asset*
- Grade 12 diploma
- Experience working in an educational setting in an advisory support/role – *asset*
- Experience using Office 365, Google docs, Adobe and other software programs
- Experience organizing projects and good math skills
- Strong organizational, communication and conflict resolution skills (trauma informed)
- Well-honed presentation skills and public speaking
- Demonstrated experience connecting, supporting, coaching, and developing people
- Experience working with First Nation organizations (in a remote setting)
- An understanding and appreciation of Nuu-chah-nulth culture/language/protocols

OTHER

- Post-secondary studies in arts and sciences, education, social work, training & development, or career advising – *strong asset*
- Grade 12 diploma
- Office 365 and Google docs
- Experience working in an educational setting – *strong asset*
- Strong organizational, communication and conflict resolution skills
- Well-honed presentation skills and public speaking
- Demonstrated experience connecting, supporting, coaching, and developing people
- Experience working with First Nation organizations
- An understanding of Nuu-chah-nulth culture/language
- Experience working in remote locations
- A valid driver's license and ability to travel
- WHMIS, first aid, violence & harassment prevention training (or willing to complete)
- An acceptable vulnerable Police Information Check (formerly known as a vulnerable RCMP criminal record check) - *required*

**** This competition is open to applicants who are legally entitled to work in Canada ****

CLOSING DATE & TIME: Open until filled

START DATE: ASAP

STATUS: Full-time, Permanent

DATE POSTED: April 11/24

COMPENSATION: \$25-26 per hr + benefits/pension/Family Employee Assistance Plan

TO APPLY: E-mail cover letter & resume to *Dwayne Worthing, HR Manager*, at:
dwaynew@kcfirstnations.com citing “**EW – Post Secondary**” in the subject heading of
your e-mail.

*In accordance with the provisions of the KCFN Gov’t Personnel Act, the Canadian Human Rights Act
and/or the Employment Equity Act, preference may be given to Indigenous applicants.*

We thank all those who apply, however only those shortlisted will be contacted for interviews.