



KITSELAS GOVERNMENT JOB DESCRIPTION

A. IDENTIFICATION

Job Title: Education Coordinator	Department: Community Services
Reporting to: Director of Community Services	Employment Status: Full-time
Job Code:	Date Created/Revised: January 2023

B. PURPOSE

The Education Coordinator, working under the Director of Community Services, is responsible for overseeing the Education needs for the Kitselas First Nation.

C. MAIN DUTIES AND RESPONSIBILITIES

- Manage and support education programs under Kitselas First Nation including: Post-secondary, Elementary and Private education.
- Develop education initiatives including year-end event etc, and apply for funding from Coast Mountain School District for Summer Reading & tutoring programs
- **POST-SECONDARY**
 - Apply for additional Post-Secondary funding;
 - Review applications by Kitselas Band members for Post-secondary programs, courses or training;
 - Interview Kitselas Band member applicants on their career goals and assist them in developing a budget for the school year;
 - Following Post-Secondary Guidelines, approve applications for Post-Secondary schooling from Kitselas' Band members;
 - Provide ongoing support to Post-Secondary Students
- **ELEMENTARY AND HIGH SCHOOL (both Public, Private and Adult Band Operated)**
 - Complete nominal role submission to generate funding allocation;
 - Distribute application for school supplies to Kitselas Band Members and other First Nations members both for public and private schools;
- Identify community needs and develop programs to address these needs;
- Develop proposals for programs and initiatives in the community;
- Collect data and prepare reports.
- Handle inquiries related to education and training on all public, private and band operated education matters;
- Support students in their education experience and career planning;



- Administer the Kitselas' Post-Secondary Policy and provide recommendations/amendments if required
- Maintain position as First Nation Council member at Coast Mountains College, and Advisory Committee member at University of Northern British Columbia; and,
- Other additional duties as required.

D. EDUCATION AND EXPERIENCE

- Completion of Degree preferred, or Diploma in education or related field (social sciences, communication, business administration, public administration);
- Experience working with policies and procedures;
- Excellent knowledge of or experience with funding available from other federal and provincial government departments;
- Previous experience working in a First Nations community and/or organization is preferred;
- An understanding of relevant federal, provincial and local legislation, policies and procedures; and,
- An understating of the northwest BC cultural and political environment an asset.
- An understanding of BC Tripartite Education Agreement, School Transportation Agreement, and Local Education & Targeted Funding Enhancement Agreements.

E. SKILLS AND ABILITIES

- Excellent verbal and written communication skills;
- Proficient in Microsoft Excel, Word, Outlook, PPT and Adobe PDF;
- Relationship building skills with internal and external stakeholders;
- Ability to prioritize and organize work requirements;
- Ability to evaluate and analyze requirements;
- Ability to manage stress and flexible hours;
- Must be able to deal professionally with the public;
- Ability to deal with difficult people;
- Strong leadership capabilities;
- Conflict management;
- Excellent problem solving and analytical skills;
- Open minded and objective;
- Interpersonal skills; and,
- Teamwork.
- Must have drivers' license, and reliable transportation