



**EMPLOYMENT OPPORTUNITY**  
EXTERNAL POSTING  
**Job Placement Coordinator**  
The Essentials: Skills, Culture, Knowledge  
**Main Campus**

NEC Native Education College is a large private Indigenous college in Vancouver and also works with First Nations and Aboriginal organizations to deliver programs in locations throughout British Columbia. NEC works to strengthen Indigenous communities through offering programs that lead to employment and higher learning. We are seeking a Job Placement Coordinator to assist students with successful transition from school to employment.

**Position Summary**

The successful candidate will assist the program manager in many aspects of job placements including working with students 1:1 and in groups, assisting with online applications, preparing for interviews, job placement supports, ongoing follow up and tracking student success. They will engage with employers to place and retain students in employment. They will track employment success and collect feedback from participants and employers and liaise with program stakeholders as needed. They will report to the program manager and manage student files relevant to job search.

**Qualifications:**

Any combination of education and work experience as follows will be considered:

- Career Development Practitioner Certificate or Diploma or other relevant certification, or
- At least 2 years working in a role of career advisor with Indigenous job seekers

**Skills:**

- Knowledge of resume types and formatting, interview skills
- Knowledge of community resources and supports related to employment
- Coaching experience and effective communication skills involving giving and receiving feedback, speaking, and listening
- Knowledge, experience, compassion, and confidentiality dealing with sensitive information that may arise from working with vulnerable students
- Understanding and sensitivity to the challenges experienced by Indigenous people through marginalization
- Problem solving perspective and capabilities to help students overcome challenges
- Professionalism and demonstrated initiative in reaching out to (potential) employer partners
- Computer proficiency including Excel, Word, MS Teams/Zoom, internet navigation, One Drive, Outlook email, Moodle
- Comfortable navigating online applications with students
- Ability to record and track student success
- Organized information management of student and NEC files with the ability to store, share and retrieve information accurately and efficiently using One Drive.
- Ability to work independently from home, with a computer and internet connection, with regular reporting to program manager

**Terms:**

Appointment to this half-time contract position will require a formal criminal record check, the details of which may preclude finalizing an offer of employment. We welcome all applicants, although Indigenous ancestry is preferred and only short-listed applicants will be contacted.

<b>Closing Date:</b>	<b>Open until filled</b>
<b>Start / End Date:</b>	<b>ASAP</b>
<b>Hours:</b>	<b>21 hrs/week</b>
<b>Salary:</b>	<b>\$28.69 /hr</b>

**Application Details:**

Please submit your resume, names of three references from related work experience, and a cover letter outlining your interest and detailing how you meet the above qualifications. Only short-listed applicants will be contacted. Address your application to:

E. Kinequon, Executive Assistant  
NEC Native Education College

285 East 5<sup>th</sup> Avenue  
Vancouver, BC V5T 1H2

Fax: 604.873.9152  
E-mail: [ekinequon@necvancouver.org](mailto:ekinequon@necvancouver.org)