Native Education College
Where Learners Become Leaders

EMPLOYMENT OPPORTUNITY
INTERNAL / EXTERNAL RE- POST

Wellness Project Coordinator

Contract
MAIN CAMPUS

NEC Native Education College is the largest private Indigenous College in BC, working with First Nations and Indigenous organizations to deliver programs in locations throughout British Columbia. We strive to combine academic excellence with a strong commitment to First Nations community-based education and the best practices of adult education.

Position Summary:
NEC is delivering the Wellness Warriors Program with a focus on physical and cultural health practices that promote student wellbeing and retention. Reporting to the Dean of Student Services, we are seeking a **Wellness Project Coordinator** to coordinate and administer these initiatives.

Main Responsibilities:
- Oversee the various project areas including Wellness Warriors Athletics and Fitness, Cultural Health Program Facilitation, Healthy Lifestyle Programming, and Mentoring Support.
- Prepare program schedule and facilitate wellness workshops. Consult with NEC counselor, Cultural Coordinator, and food services worker. Create and maintain partnerships internally and externally.
- Recruit coaches, Elders, Traditional Knowledge Keepers, facilitators and program participants.
- Secure space and prepare supplies for programming.
- Engage participants using innovative, trauma-informed approaches; supportive encouragement and role modelling are integral.
- Lead in communications, scheduling, and wholistic support programming in Student Services Team.
- Prepare contracts, payment and maintain program budget.
- Develop registration and evaluation forms and maintain program administration files.
- Write project grants, interim, and final reports.
- Evaluate workshops, analyze outcomes and prepare reports

Qualifications:
- Diploma in a related discipline; or suitable combination of education and related experience.
- At least one year experience in project/event management & demonstrated on-time & on-budget outcomes.
- Previous experience in a coordinator and/or teaching/facilitation role working with Indigenous communities.
- Excellent oral and written communication skills including technical skills.
- Ability to work independently and a part of a team.
- Good computer skills and knowledge of basic office procedures.
- Valid driver's license preferred, and evening/weekend work expected.

Terms:
Appointment to this contract position will require a formal criminal record check, the details of which may preclude finalizing an offer of employment. This position is open to applicants of all genders. NEC encourages members of equity-seeking groups to apply. Preference will be given to qualified Indigenous applicants.

Closing Date:	**October 14, 2021**
Contract Dates:	October 18, 2021, to March 31, 2022, closed 2 weeks for Winter Break
Hours:	35 hours per week, possibility of evening and weekend shifts
Salary:	$31.78/hr

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:

Caroline Thomas, Executive Assistant 285 East 5th Avenue
NEC Native Education College Vancouver, BC V5T 1H2 E-mail: cthomas@necvancouver.org