

## **Program Manager**

Indigenous Early Childhood Education Program (IECE)  
Main Campus

NEC Native Education College is a large private Indigenous college in Vancouver and also works with First Nations and Indigenous organizations to deliver programs in locations throughout British Columbia. NEC works to strengthen Indigenous communities by offering programs that lead to employment and higher learning. We are seeking a Program Manager to oversee the recruitment, hiring, instruction, and practicum placements and monitoring of The Indigenous Early Childhood Education Program at our main campus and outreach site(s). At NEC we are grounded in our Longhouse values of Diversity, Respects, Gratitude, Understanding and Accountability and it is these qualities we are looking for in a successful candidate.

### **Position Summary**

The successful candidate will work with Admissions and Marketing to recruit new students for upcoming semesters. The Manager will be an active participant in the hiring of casual instructors and managing employment contracts. In addition, the Manager will instruct at least one course within the program and oversee student's performance and the input of marks and attendance in our records management system. As part of the practicum process of IECE, the Manager will establish and monitor student's practicum placements. Finally, the Manager will be called to other duties within the Longhouse under the realm of our longhouse values and cultural authenticity.

### **Minimum Qualifications:**

- BA/MA in a related discipline; or suitable combination of education and related experience
- At least one-year specialized experience in Early Childhood Education
- Experience in working with Indigenous communities and in particular issues related to delivering adult education
- Supervisory and project management experience would be an asset
- Excellent oral and written communication skills
- Ability to work independently and a part of a team
- Good computer skills and knowledge of basic office procedures
- Preference is given to a person of Indigenous ancestry

### **Knowledge, Skills and Abilities:**

- Knowledge and skill in coordinating courses, conferences, and seminars
- Knowledge of adult and continuing education field
- Ability to effectively communicate with students, the public, colleagues, and other post-secondary institutions
- Knowledgeable and demonstrated expertise in the program content area
- Teaching experience with Indigenous adult learners
- Demonstrated experience and skills working directly with Indigenous Peoples
- The successful applicant should be able to develop and maintain curriculum from an Indigenous standpoint

### **Terms:**

Appointment to this full-time Regular position will require a formal criminal record check, the details of which may preclude finalizing an offer of employment. This position is open to male and female applicants. We welcome applicants from equity-seeking groups, however Indigenous ancestry is preferred.

<b>Closing Date:</b>	<b>Open until filled</b>
<b>Start Date:</b>	As soon as possible
<b>Hours:</b>	35 hrs/week
<b>Salary:</b>	\$34.44

### **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:

**NEC Native Education College**  
285 East 5th Avenue, Vancouver, B.C.,  
V5T 1H2

**C. Thomas, Executive Assistant**  
Email: [cthomas@necvancouver.org](mailto:cthomas@necvancouver.org)