

Director of Facilities
Full-Time

Native Education College (NEC) opened its doors in 1967 and became British Columbia's largest private Indigenous College. NEC's purpose is to contribute to an Indigenous, holistic experience that positions the Indigenous learner to uphold their responsibility and obligations to their family, and nation of origin as autonomous Peoples. NEC provides culturally relevant education and training for Indigenous Peoples to pursue career aspirations and enhance academic goals in alignment with their diverse cultural identities and traditional knowledge. The NEC longhouse offers access to many resources and in-house supports that includes cultural and spiritual supports, funding, counselling, and career advising from a culturally authentic lens.

Position Summary:

The purpose of this position is to oversee all aspects of NEC facility operations, maintenance, and safety. This senior-level position deals with budgeting, maintenance, purchasing, planning and other activities related operations. Responsible for the safety and security of staff, students and community on campus as well as supporting profitability and growth. Oversight of outside vendors and contractors, negotiating contracts and ensuring those entities deliver as promised. The Director of Facilities manages the building service staff and security.

Main Responsibilities:

- Leading by the values of the longhouse with humility.
- Create a welcoming environment for all students, staff, and guests of NEC.
- Overseeing contractors and Vendors
- Handling security, cleaning, and storage
- Ensuring safe, confidential, and time-sensitive storage of records
- Coordinating routine maintenance, repairs, and seasonal cleaning.
- Scheduling renovations.
- Works with the Academic team to schedule classroom assignments, and regular inspections.
- Managing waste disposal.
- Budgeting and estimating costs.
- Designing and planning facilities layout.
- Training staff on safety procedures.
- Chair of the JOHS Committee
- Supervising the work of Maintenance department staff
- First point of contact for Security breaches.
- Ensuring compliance with regulations and laws
- Other Longhouse Duties as required.

Preferred Qualifications:

- Strong oral and written communication skills, computer use, and familiarity with office procedures are required.
- Degree in facilities management, engineering, or property management.
- Strong interpersonal skills.
- Excellent communication skills.
- Project management experience.
- Good knowledge of regulations and laws.
- Multitasking abilities.
- Good problem-solving skills.
- Be highly organized.
- Good negotiating skills.



Where Learners Become Leaders

Terms:

Appointment to this full-time excluded position will require a formal criminal record check, the details of which may preclude finalizing an offer of employment. Preference will be given to qualified Indigenous applicants.

Closing Date:	Until filled.
Start:	ASAP.
Hours:	Full-time (8:00 am – 4:00 pm) with some evenings and weekends.
Salary:	To be determined based on skills and experience.

Application Details:

Please submit your resume, contact information for three references from related work experience and a cover letter outlining your interest and detailing how you meet the above qualifications. This position is open to male and female applicants. Only shortlisted applicants will be contacted. Address your application to:

Hiring Manager	hiring@necvancouver.org	www.necvancouver.org
NEC Native Education College	285 East 5 th Avenue	Vancouver, BC V5T 1H2
