

Program Manager

Family and Community Counselling Program
Main Campus

NEC Native Education College is a large private Indigenous college in Vancouver and works with First Nations and Indigenous 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 Program Manager to oversee the recruitment, curriculum development, program planning, delivery, and practicum component of the Family and Community Counselling Certificate (FCCC) and Diploma (FCCD) Program. 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 instruct at least one course within the program and oversee the student performance and the input of marks and attendance in the records management system. As part of the practicum process of FCC, the Manager will establish and monitor students' practicum placements. They will work with Admissions and Marketing to recruit new students for our Fall and Winter intakes. The Manager will be an active participant in the hiring of casual instructors and managing employment contracts. Finally, the Manager will be called to other duties within the Longhouse as part of our longhouse values and cultural authenticity.

Skills & Qualifications:

- BA/MA in a related discipline; or suitable combination of education and related experience
- At least one-year specialized experience in counselling
- 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. We welcome all applicants, although Indigenous ancestry is preferred, and only short-listed applicants will be contacted. NEC welcomes applications from members of equity-seeking groups.

Closing Date:	Open until filled
Start / End Date:	As soon as possible
Hours:	35 hrs/week
Salary:	\$43.74/hour (As per Collective Agreement)

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:

Shelley Point, Executive Assistant
NEC Native Education College

285 East 5th Avenue
Vancouver, BC V5T 1H2 E-mail: spoint@necvancouver.org