



## EMPLOYMENT OPPORTUNITY

INTERNAL / EXTERNAL POSTING

### Program Coordinator

Information Technology Support Technician  
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 accredited programs that lead to employment and higher learning. We seek a Program Manager to oversee the recruitment, curriculum development, program planning, and delivery of the Information Technology Support Technician Certificate 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 within the program and oversee the ITST Program. They will work with Admissions and Marketing to recruit new students for our Fall 2023 intake. The Manager will be an active participant in the hiring of casual instructors and managing employment contracts. Please visit our website for course descriptions and further information about the Indigenous Justice Studies certificate program:

[www.necvancouver.org](http://www.necvancouver.org)

#### **Skills & Qualifications:**

- BA/MA in Information Technology, Computer Science, or Information Systems; or a suitable combination of education and related experience
- Experience in working with Indigenous communities and organizations.
- Supervisory and project management experience would be an asset.
- Ability to work independently and as a part of a team.
- Teaching experience, preferably in the post-secondary education system and curriculum development and lesson planning is a priority.
- Knowledge of Indigenous Peoples' values, communities, instructional methodology, and experience working with Indigenous adults and organizations.
- Knowledge about assessment for learning and assessment of learning from an indigenous lens
- Experience navigating Moodle is a must.

#### **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.

<b>Closing Date:</b>	<b>Open until filled.</b>
<b>Start / End Date:</b>	<b>As soon as possible</b>
<b>Hours:</b>	<b>8:30 am to 4:30 pm -35 hrs/week</b>
<b>Salary:</b>	<b>\$42.06/hour (As per Collective Agreement)</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:

Hiring Manager  
Native Education College

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

E-mail: [hiring@necvancouver.org](mailto: hiring@necvancouver.org)  
V5T 1H2