



EMPLOYMENT OPPORTUNITY

INTERNAL/ EXTERNAL POSTING

Casual Instructor, Contract

Main Campus

Office Administration Employment Training (OAET)
Program

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. At NEC, we are grounded in our Longhouse values of Diversity, Respect, Gratitude, Understanding and Accountability; these are qualities we are looking for in a successful candidate. We require an experienced Office Administration Employment Training instructor for the courses below.

OAET 155 Administrative Procedures

OAET 150 Interpersonal Relations

OAET 180 Job Search Techniques

Instructor Qualifications:

- Bachelor's degree in a relevant field such as a Business or Education degree will also be considered.
- Successful instructional experience at the post-secondary level.
- Knowledge of and successful experience with Indigenous adult instructional methodology.
- Indigenous ancestry or extensive experience working with indigenous organizations.
- Excellent verbal, written and computer communication skills.
- As equivalent combination of education and work experience will be considered.

Terms:

Appointment to this Casual, contract position will require a formal criminal record check, the details of which may preclude an offer of employment being finalized. Preference will be given to qualified Indigenous applicants. NEC encourages applications from members of equity seeking groups.

Closing Date:

Open Until Filled

Contract Dates:

January 2 – June 20, 2024

Schedule:

10 – 15 hours per week (on campus depending on number of courses)

Salary:

\$ 38.41/hour (as per Collective Agreement)

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. Only short-listed applicants will be contacted. Address your application to:

Hiring Manager

NEC Native Education College

e-mail: [hiring@necvancouver.org](mailto: hiring@necvancouver.org)

285 East 5th Avenue

Vancouver, BC V5T 1H2