Employment Opportunity

Position Title	Chemainus Native College (CNC) Lead
Wage range	Commensurate on qualifications & experience
Location	Jones Road, Ladysmith BC
Reporting to	Education Director
Weekly schedule	Monday - Friday
Hours/Day	8 hours; flexibility required based on work demands
Employment type	Full time employment

Stz'uminus Education Society

We provide learning opportunities for all ages, from infancy through to elder years, through our dynamic and integrated programs: Nutsuumat Lelum, Stz'uminus Primary School, Stz'uminus Community School, Post-Secondary & Continuing Education, Land-based Learning, Year 13/adults, Career Planning and job readiness.

Position summary

The CNC Lead develops and oversees implementation of in-community post-secondary programs. They are responsible for establishing and maintaining partnerships with post-secondary institutions, grant writing and reporting, and developing and overseeing budgets for program delivery and core-funding.

The position

- Develop and implement community-based post-secondary programs
- Oversee and support CNC staff and Education Coordinator
- Connect and collaborate with post-secondary education partners to develop programs, select instructors, and problem solve issues that arise
- Develop, monitor, and update program delivery and core-funding budgets for CNC
- Report generation and proposal creation.
- Work closely with Stz'uminus Education staff and staff from neighboring Nations for coordination of program delivery
- Upgrade skills and qualifications which will assist in the performance of duties on an annual basis, including attending annual FNESC conference
- Attend staff meetings, professional development, community events etc. as required
- Overall, in charge of managing CNC facility (Building B)
- Adhere to SES policies & procedures

- Perform other duties and responsibilities as assigned by Supervisor or designates

What you bring

- Post-secondary educational and/or personal experience in fields of Education, Language Revitalization, Social Work, or related field
- Awareness of trauma-informed practices and how to operate in a good way in Stz'uminus First Nation community
- Effective computer literacy, organization, planning, communication, problem-solving, and collaboration skills
- Willing and able to work hours that require flexibility depending on course schedules (set that the start of each academic term).
- Knowledge and understanding of the importance of maintaining confidentiality
- Awareness of Trauma informed wellness of self and others
- Ability to pass Criminal Records Check for working with Vulnerable Persons

To explore how we might work together,
we invite you to send in your application and cover letter via ***careers@stzuminus.com***
Posting will be active until filled *(only those shortlisted will be contacted for an interview)*