



REPOSTING

St'at'imc Education & Training Program Coordinator

Full-time Position

Two Year Term (Potential to extend)

Position Summary: The St'at'imc Education and Training (SET) Program Coordinator is responsible for coordination of the activities of the SET Program. This position works closely with the Data Entry Clerk, Implementation Manager and Relations Manager. The SET Program Coordinator is responsible for providing coordination of the SET Program for communities, including planning, implementation, supporting community capacity development, and reporting in consultation/collaboration with the SGS Administrator to the SGS Board and communities.

Key Responsibilities:

- » Coordinates the SET Advisory Committee and the SET Program Committee
- » Implements organizational systems, agreements, policies, and processes as it related to the SET Program and agreement.
- » Upon request from St'at'imc communities, will coordinate and facilitate processes to develop local training opportunities.
- » Coordinates annual planning and updates and adapts the Strategies and Actions in the long-term plan to meet the emerging needs of the communities and regional economy, in consultation with the SET Advisory Committee and SET Program Committee, and as approved by the Administrator.
- » Administer the St'at'imc Lifelong Learning Scholarship including, promotion, coordination of application process, and coordinating fundraising events to replenish fund.
- » Attend engagement events such as career fairs, community info sessions and other community events to provide information about the SET Program.
- » Performs other duties and responsibilities as necessary in the performance of the position and as assigned by the Administrator.

Preferred candidate will have:

- » A degree in a field related to education, capacity building and partnership development, or applicable diploma/training with applied working experience.
- » Applicable experience working with indigenous communities is a desired asset.
- » Project management experience including design/planning, implementation (including financial management and budgeting), reporting, change management, and sustainment. Ability to prioritize and work within a program that has many deliverables and tight timelines.
- » Ability to communicate effectively both verbally and written in both one-to-one and large group environments.

- » Self-motivated individual who can work independently or as part of a team as required.
- » Working knowledge of related computer software. Experience with records and data management
- » Working knowledge of educational systems, prevailing indigenous academic research, and a network of professionals from the education and training system in BC an asset.
- » Prefer candidate with a strong understanding and responsiveness of St'at'imc communities, culture, including, perspectives, ways of knowing, protocols, and engagement practices to effectively manage and support the St'at'imc Education and Training Program.
- » Must be able to travel independently to remote communities as required.
- » Willing to work flexible hours, which may include weekends.

Conditions of Employment:

- » Must possess a valid Class 5 BC Driver's license and a reliable vehicle.
- » Willing to travel to remote communities as required
- » Willing to work flexible hours, which may include weekends
- » Submit a criminal record check
- » 2-year employment contract with potential to extend
- » 35 hour work week, extended benefits program available after 3 months of employment.
- » Salary range of \$49,140-\$54,600

How to Apply:

Please submit your resume and cover letter to the attention of Courteney Adolph-Jones, SGS Human Resources Assistant by email (preferred) or in person:

Mailing: St'at'imc Government Services, Box 2218 Lillooet, BC V0K 1V0
Email: HR@statimcgs.org
Office Location: 10 Scotchman Road, Lillooet BC

POSTING WILL REMAIN OPEN UNTIL POSITION IS FILLED

We thank applicants for their interest; however, only those selected for an interview will be contacted.