

EMPLOYMENT OPPORTUNITY
EXTERNAL POSTING

Coordinator/Instructor

Aboriginal Tourism Operations and Management
(ATO/M) Programs
Main Campus

NEC Native Education College is a private college for Indigenous learners to live their cultural heritage and realize their true potential. NEC works to strengthen Indigenous communities through accredited programs that lead to employment and higher learning. The Indigenous cultural values in NEC programs are at the core of reconciliation, economic success and a sustainable future for all nations. NEC is currently seeking a **coordinator/instructor** to oversee the ATO/M programs. For more information about the Aboriginal Tourism Operations certificate and Aboriginal Tourism Management diploma programs or courses, please see our website.

Reporting to the Dean of Academics, the ATO/M Coordinator/Instructor's duties include reviewing and developing curriculum, instructing at least two courses, participating in student selection and managing performance as well as supervising sessional instructors in the program. Complying with all relevant policies and reporting needs both internally and externally, the incumbent is also responsible for establishing, monitoring and evaluating the field experience activities for students in the program.

Qualifications:

- Degree in business management or a related field, preferably at the Master's level;
- Significant knowledge of and work experience in the tourism industry;
- Successful instructional experience, preferably in the post-secondary education system;
- Knowledge of Aboriginal values, communities, and instructional methodology;
- Good oral and written communication skills, computer skills and knowledge of basic office procedures.
- Ability to work independently and as part of a team.
- Valid driver's license.

Terms:

Appointment to this full-time position, with probationary period, will require a formal criminal record check, the details of which may preclude an offer of employment being finalized. This position is open to male and female applicants. Preference will be given to qualified Aboriginal applicants.

Closing Date:	Sunday, May 26, 2019
Start Date:	Monday, August 19, 2019
Hours:	8 am to 4 pm, Monday to Friday, with some evening or weekend work
Salary:	\$29.16/hr

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:

G. Peters, Executive Assistant
NEC Native Education College

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