

**Cultural Coordinator, contract
(leave replacement)**
Student Services Department
MAIN CAMPUS

The 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. NEC recognizes the need for professional student support services and a culturally appropriate environment to increase success for all learners. NEC is currently seeking a **Cultural Coordinator** to fill a leave replacement, with details below.

Position Summary:

The Cultural Coordinator supports cultural knowledge and activities in the college, represents NEC at community events, may support graduation preparations and is expected to have a good knowledge of Aboriginal resources available in Greater Vancouver. This position is supervised by the Dean of Student Services. Depending on event planning, the incumbent may present cultural activities or information to staff and students both on-line and in-person, and some availability time requires phone and/or internet access.

Responsibilities:

- Support internal (annual cleansings, welcoming ceremonies) and external (neighbouring bands, Aboriginal organizations) cultural activities related to NEC community and/or students
- Recommend cultural programming or activities that promote cross-cultural understanding and awareness
- Provide opportunity for instruction on drumming, singing, traditional dancing, and other cultural initiatives
- Promote community connections in cultural retention e.g. with elders and knowledgeable peoples for possible speakers, supports for NEC events
- Support marketing activities or other initiatives as directed

Preferred Qualifications:

- A degree in a related field with at least three years experience in public relations, student advising or event planning, or an equivalent combination of education and experience may be considered
- Experience participating/conducting traditional ceremonies and knowledge of cultural protocols
- Initiative, resourcefulness along with excellent networking and resource building skills
- Sound judgment, tact, interpersonal skills and works effectively with students, staff and community
- Effective oral and written communication including presentation and public speaking skills
- Familiarity with Aboriginal issues related to post secondary education would be considered an asset
- Ability to travel and availability to work evenings and weekend as required

Terms:

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

Closing Date:	Sunday, September 20, 2020 OR UNTIL FILLED
Hours:	7 to 21 hours week, as scheduled
Salary:	\$27.58 (as per Collective Agreement)

Application Details:

Please submit your resume, contact information for three references from related work experience, copies of credentials and related licenses, 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

285 East 5th Avenue
Vancouver, BC V5T 1H2

Fax: 604.873.9152
E-mail: gpeters@necvancouver.org