

Program Coordinator/Instructor

Indigenous Land Stewardship Program
Main Campus

The NEC Native Education College is a large private Aboriginal college in Vancouver and also works 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 Indigenous community-based education and the best practices of adult education. The Indigenous Land Stewardship (ILS) certificate program builds professional capacity in Indigenous governments and provides entry to careers in public administration and land management.

Position Summary:

The Indigenous Land Stewardship (ILS) program coordinator/instructor works full-time at the NEC. The position will renew seven ILS courses previously offered by the NEC and develop curriculum for three additional courses and negotiate credit transfer agreements with post-secondary institutions. The manager will relaunch the delivery of the program in the following year. The position reports to the Dean of Academics and collaborates with program managers from other program areas. The position supervises instructors and curriculum developers.

Main Responsibilities:

- Establish a Program Advisory Committee for the program.
- Ensure the articulation and accreditation of the program and individual courses.
- Establish program admission criteria based on industry and academic standards.
- Ensure the program is delivered using the best practices of Aboriginal adult education.
- Support marketing and promotional initiatives for the program and the college.
- Administer NEC student policies.
- Identify program resource needs and manage the program budget.

Preferred Qualifications, Skills and Abilities:

Any combination of education and work experience as follows will be considered;

- Bachelor Degree in a relevant field, preferably with a Provincial Instructor's Diploma, or a Master's Degree in a relevant field;
- Significant teaching experience, preferably in the post-secondary education system;
- Excellent verbal, written and computer communication skills;
- Supervisory and project management experience;
- Demonstrated ability to work independently, display flexibility, sensitivity and a high degree of initiative;
- Knowledge of Aboriginal values, communities, and instructional methodology, and experience working with Aboriginal organizations;
- Ability to effectively communicate with students, the public, colleagues, and other post-secondary institutions;
- Knowledge and/or demonstrated expertise in the program content area;
- Teaching experience with Aboriginal Adult learners.

Terms:

Appointment to this full time, permanent position will require a formal criminal record check, the details of which may preclude finalizing an offer of employment. This position is open to both male and female candidates. Preference will be given to qualified Aboriginal applicants. **NOTE:** This position is currently funded to 2020, after which prospective salary and time frame will be dependent on securing continued funding.

Closing Date:	Sunday, October 14, 2018
Start Date:	As Soon As Possible
Hours:	8:30 am to 4:30 pm Monday to Friday
Salary:	\$35 per hour (negotiated with funder)

Application Details:

Please submit your resume 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	285 East 5 th Avenue	Fax: 604.873.9152
NEC Native Education College	Vancouver, BC V5T 1H2	E-mail: gpeters@necvancouver.org