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. The Indigenous cultural values in NEC programs are at the core of reconciliation, economic success and a sustainable future for all nations. NEC is seeking a **Job Placement Coordinator** to assist students with successful transition from school to employment.

**Position Summary**

The successful candidate will assist student services and program staff and student/graduates by:

- Developing and maintaining Individual Enhancement Plans (IEP’s) with students.
- Conducting individual support meetings with students in determining career path.
- Creating student case files and keep records or all student interventions.
- Assisting student with applying for jobs (search for and maintain relevant job boards) and transitioning into employment (including creating resumes, interview skills and employability resources).
- Maintaining contact with and support for former students for the first three months of employment.
- Ensure the project goals, deliverables and activities are successfully implemented and report projected deficiencies to the Program Manager.
- Participate in professional development initiatives and maintain professional credentials as required.
- Other duties as assigned.

**Qualifications:**

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

- BA in adult education, business or a discipline related to the project, or;
- Knowledge of essential skills
- Experience in employment training
- Excellent verbal and written communication skills
- Ability to work independently and a part of a team
- Good computer skills and knowledge of basic office procedures
- Ability to effectively communicate with employers, participants, sponsors and colleagues
- Indigenous ancestry or extensive experience working with indigenous individuals

**Terms:**

Appointment to this position with end date and possibility of extension, 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 Indigenous applicants.

**Closing Date:** Sunday, January 12, 2020

**Start/End Date:** January 2020 to September 2021

**Hours:** 21 hrs/week

**Salary:** $27.58/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  
285 East 5th Avenue  
Vancouver, BC  V5T 1H2  
Fax: 604.873.9152  
E-mail: gpeters@necvancouver.org