

Coordinator/Instructor, contract
Northwest Coast Jewellery Arts (NCJA) Program
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 NCJA program. For more information about the NCJA program or courses, please see our website.

The Coordinator/Instructor of NCJA reports to the Dean of Academics. Duties include reviewing and developing curriculum, instructing courses, participating in student selection and monitoring their performance, complying with all relevant policies and reporting needs both internally and externally.

Qualifications:

- A relevant certificate, diploma or post-secondary degree with at least two years of full time work experience in a career occupation relevant to the subject matter of the program, or •
- Minimum 10 years of full time work experience in a career occupation relevant to the subject matter of the program
- 8 years experience in jewellery (excellent engraving skills)
- 3 years jewellery business experience
- 3 years teaching/mentor/workshop experience
- Extensive knowledge of NWC Jewellery and Art with basic knowledge of First Nations, Metis and Inuit Jewellery & Art
- Understanding of teaching jewellery skills to students of other art styles
- Extensive knowledge of soldering, tool making (Engravers & sharpening)
- High standards of workshop safety, organizational skills
- Conflict and resolution skills
- Knowledge of maintaining an Inventory
- Established relationships with Native Art Galleries and experience working with Aboriginal organizations

Terms:

Appointment to this contract position, with 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 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:	Competitive

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