

EMPLOYMENT OPPORTUNITY
EXTERNAL POSTING

Instructional Assistant, 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 an **Instructional Assistant** to work with the NCJA program. For more information about the NCJA program or courses, please see our website.

The NCJA Instructional Assistant supports the delivery of the NCJA program courses. These courses are classroom based and are developed and taught from an Aboriginal cultural perspective. . Duties include recruiting students, accepting applications, monitoring assessment tests, assisting students with course work and implementing student policies.

Qualifications:

- Minimum Grade 12, preferably a relevant certificate, diploma or post-secondary degree
- Minimum 2 years of full time work experience in a career occupation relevant to the subject matter of the program
- Substantial art portfolio of Northwest Coast form-line drawing and jewellery and working knowledge of tools and equipment needed for these courses
- Knowledge of Aboriginal values and communities
- Indigenous ancestry, preferably Northwest Coast
- Experience working with Indigenous organizations

Terms:

Appointment to this contract term position 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:	OPEN UNTIL FILLED (applications to be reviewed as received)
Contract Start:	September 2019
Hours:	5 hr/day; 2 day/wk
Salary:	\$22.59/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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