

Program Manager
Human Services Programs
Main Campus

NEC Native Education College is a large private Indigenous college in Vancouver. NEC works to strengthen Indigenous communities through accredited programs that lead to employment and higher learning. Students have access to many resources and in-house support that includes funding, counselling and career advising. Reporting to the Dean of Academics, NEC is currently seeking a **Program Manager** for the Human Services Programs.

Position Summary:

Human Services Programs include our Family and Community Counselling (FCC) certificate and diploma programs and the Indigenous Youth Care (IYC) stream. The FCC certificate and diploma programs have a job placement component and courses have transferability to further studies in social work and human services. The Program Manager will interview students, review and develop curriculum, teach courses, administer the work placements, attend all department related meetings, and supervise instructors in the program. (For course descriptions and further information about the Family and Community Counselling and human services related programs, please visit our website.)

Qualifications:

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

- Bachelor's Degree in psychology, social work, or a related field and two years of experience in a related field is required; possession of a graduate degree is preferred;
- Successful instructional experience, preferably at the post-secondary level;
- Knowledge of and successful experience with Aboriginal adult instructional methodology;
- Aboriginal ancestry or extensive experience working with Aboriginal organizations;
- Contract management, project management, program development and supervisory experience;
- Excellent verbal, written and computer communication skills.

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.

Closing Date:	Wednesday, November 7, 2018
Start Date:	To be determined
Hours:	35 hours per week
Salary:	\$33.10/hour

Application Details:

Please submit your resume, contact information for three references from related work experience, copy of your credentials and current 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 285 East 5th Avenue Fax: 604.873.9152
NEC Native Education College Vancouver, BC V5T 1H2 E-mail: gpeters@necvancouver.org