



EMPLOYMENT OPPORTUNITY
EXTERNAL POSTING

Program Coordinator, contract

Transforming Trauma Traditionally Project
Main Campus

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 currently seeking a **Program Coordinator** for the Transforming Trauma Traditionally project. The project will promote the need for Indigenous people to uncover, explore and resolve the effects of trauma and loss of culture as a solution to substance use and addiction. The project will promote traditional Indigenous cultural methods for trauma and pain management, and extended family and social isolation.

Position Summary:

The Program Coordinator will lead all project activities, develop timelines, project plans, manage communications and complete reporting requirements. The coordinator will ensure the project goals, deliverables and activities are successfully implemented and manage the project budget. This position will use social media to promote related subjects and activities, and organize and deliver or arrange for delivery of related workshops.

Qualifications:

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

- BA/MA in adult education, business or a discipline related to the project;
- Significant experience and/or knowledge in trauma and loss and related Indigenous cultural methods, facilitation and social media usage.
- Project management training and experience would be an asset.
- Excellent oral 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.

Terms:

Appointment to this contract position, with a five week term, 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 Indigenous applicants.

Closing Date:	Thursday, January 18, 2018
Hours:	21 hours per week
Start Date:	January 2018
Salary:	\$35/hour

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
NEC Native Education College

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