

## VICE-PRESIDENT, OPERATIONS



The Native Education College is a private non-profit college for Indigenous learners to live their cultural heritage, gain key academic credits and new skills 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. The safe, friendly and rich cultural environment of the college is what many students need to change, through hard work and personal struggle, challenges including a family history of oppression. The NEC leads the way for the general recognition of Indigenous knowledge and worldviews and the decolonization of higher learning.

The NEC has been an institution of Indigenous self-sufficiency and cultural revitalization for over fifty years. The college is currently seeking designation by the Province of BC as the second Indigenous public college in British Columbia, supporting the post-secondary educational needs of the fourth largest urban Indigenous community in Canada in the Lower Mainland. The Ministry of Advanced Education, Skills and Training is working with the NEC regarding NEC's request for increased operating funding in the context of discussions regarding a proposed urban Indigenous youth and education strategy.

The Vice-President, Operations will utilize well developed leadership and administrative skills for the day-to-day management of NEC and bring vision, energy and direction to the organization. The position will provide leadership for long- and short-term strategic planning, and effectively communicate the goals, objectives and ongoing activities of the NEC. Working with and reporting to our President, the Vice-President will also meet with the Board of Directors to develop experience with nonprofit governance and stakeholder relations. The Vice-President will play a key role in the future development of the college. This is a new position and if successful in

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the position, the Vice-President will potentially have the opportunity to develop into the senior executive role for NEC over the next approximately five years.

Reporting to the President, the VPO will supervise staff in the areas of facilities, marketing, information technology, human resources. The VPO will be part of the senior executive team with the Director of Finance and the Deans of Academics and Student Services. The Vice-President will have excellent interpersonal skills and experience maintaining funding relationships with all orders of government and First Nations. The position requires a strong history of meeting quality standards, developing and managing new business streams and competence in traditional Indigenous culture and trauma-informed service.

### MAIN RESPONSIBILITIES:

- Direct day-to-day and ongoing operations, ensuring quality information technology services, marketing and building management,
- Provide overall human resources leadership and participate in recruiting NEC academic and students services staff,
- Implement the Collective Agreement through staff policies and efficient processes,
- Serve as a key spokesperson for and representative of NEC, when directed by president or as delegated
- Identify potential funding partners and develop relationships to secure sustained funding,
- Liaise with public/private post-secondary institutions, municipal/federal/provincial government departments and agencies, the private sector, and Indigenous communities and organizations,
- Promote business growth, respond to general market trends and make recommendations to maintain and increase competitiveness,
- Provide sound advice and report to the President regarding the implementation of strategic plans.

### QUALIFICATIONS:

- Master's degree in adult education, higher education, public administration or a related field; at least 10 years of experience in a senior management role, preferably in the educational and/or non-profit sector; a combination of education and experience may be considered,
- Demonstrated ability to manage human resources, particularly within a unionized environment, and to communicate effectively externally and within the organization to support faculty and staff,
- Experience with strategic planning, quality assurance and continuous improvement in an organization, and support for Indigenous cultural initiatives within an organization,
- Demonstrated ability to maintain strong working relationships with both Indigenous and non-Indigenous partners

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### TERMS:

This is a full time excluded position with a six month probationary period. Appointment to this position will be conditional on passing a formal criminal record check, the details of which may preclude an offer of employment being finalized. The salary range is between \$130,000 and \$160,000 based on qualifications. The college provides a generous pension and benefit package and leave entitlements. Expected start date is November 2019.

### APPLICATION DETAILS:

Applications will be screened beginning September 16, 2019. Please submit your resume, the contact information for three references from recent related work experience, and a cover letter detailing your interest in this position and how you meet the above qualifications. Only applicants selected for an interview will be contacted. As part of its long term goal of increasing Indigenous representation on staff, preference will be given to qualified Indigenous applicants who are legally entitled to work in Canada. Address your application in confidence to: G. Peters, Executive Assistant, E-mail: [gpeters@necvancouver.org](mailto:gpeters@necvancouver.org)

