



EMPLOYMENT OPPORTUNITY INTERNAL/EXTERNAL POSTING

IABE Instructor (full-time)

Indigenous Adult Basic Education (IABE) Program

NEC Native Education College is a large private Indigenous college in Vancouver and works with First Nations and Indigenous organizations to deliver programs in locations throughout British Columbia. We strive to combine academic excellence with a strong commitment to First Nations community-based education and the best practices of adult education. Indigenous Adult Basic Education (IABE) students focus on achieving their academic and employment goals while learning and sharing their cultural knowledge and skills. Students work on achieving the BC Adult Graduation Diploma.

Position Summary:

The **IABE Instructor** will work full-time reporting to the IABE Manager, this position delivers such courses as Math, English or Education and Career Planning and First Nations Studies at the fundamental, intermediate, advanced, and provincial levels. These courses are classroom/online based and are developed and taught from an Indigenous perspective.

Main Responsibilities:

- Provide quality one-on-one and group instruction for assigned courses and assist students in self-monitoring, academic counseling and career development
- Manage classroom teaching conditions and environment and work with adult learners to develop and update customized training plans with learning goals
- Serve as first point of contact for students ensuring all program inquiries are directed appropriately
- Ensure classroom security including student access and locking/unlocking procedures
- Maintain student files, track statistics, provide program reports
- Work with NEC and staff in a positive, professional, cooperative manner

Preferred Qualifications:

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

- Bachelor of Education Degree or a B.A. (English, Math or) with a Provincial Instructor's Diploma, or a Master's Degree in a relevant field;
- Significant teaching experience, preferably in the post-secondary education system;
- Excellent verbal, written and computer communication skills
- Demonstrated ability to work independently, display flexibility, sensitivity, creativity, and a high degree of initiative
- Knowledge of Indigenous values, communities, and instructional methodology, and experience working with Indigenous organizations.
- Proficient in MS Teams and Moodle

Terms:

Appointment to this permanent, Regular position will require a formal criminal record check, the details of which may preclude an offer of employment being finalized. NEC encourages applications from members of equity-seeking groups. Preference will be given to Indigenous applicants.

Closing Date: Until Filled
Start Date: As soon as possible
Hours: Monday to Friday, 8:30-4:30 pm.
Salary: \$27.06 per hour (as per Collective Agreement)

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:

Caroline Thomas, Executive Assistant 285 East 5th Avenue
NEC Native Education College Vancouver, BC V5T 1H2 E-mail: cthomas@necvancouver.org