



Join Our Team!

LAKE BABINE NATION

Posted: January 14, 2022; Deadline: January 21, 2022

ELEMENTARY / SECONDARY EDUCATION COORDINATOR (TERM POSITION JANUARY 2022 TO MARCH 2022)

The Elementary / Secondary Education Coordinator is responsible for liaising with the Superintendent of Schools, LBN Education Director, School Principal for the purpose of supporting and coordinating educational programs for LBN students. This position is responsible to ensure each student has the best possible chance to succeed in school. The Elementary/Secondary Education Coordinator reports to the Education Director.

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RESPONSIBILITIES

- Provide liaison between the LBN Education Department and the School Districts
- Prepare and submit Nominal Roll reports annually to AANDC
- Prepare and distribute school supply request for eligible students on reserve
- Manages incentive allowance program, obtaining students' report cards each semester to calculate eligible allowance
- Consult with school principals regarding the supervision of Home/School Coordinators and Culture Instructors
- Assists post-secondary with funding sources and school applications
- Attends meetings as required
- Other related duties as required

QUALIFICATIONS

- Proven office Administration experience
- Must be fully-vaccinated from COVID-19 (proof will be required)
- Previous experience in working with First Nation school children, an asset
- Effective verbal, presentation and listening communication skills
- Effective negotiation and mediation skills
- Effective written communication skills
- Great interpersonal skills
- Knowledge of Nedut'en Language & Culture, an asset
- Must have valid Class 5 Driver's License; reliable vehicle

APPLY NOW!

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Successful candidates of short-listing will be contacted