



# Elementary-Secondary Coordinator

## Employment Opportunity

<b>Position Title:</b>	Elementary-Secondary Coordinator
<b>Reports To:</b>	Education Director
<b>Hours:</b>	35 hours per week
<b>Wage:</b>	\$23.63 - \$31.01 per hour <i>(starting wage commensurate with experience)</i>
<b>Status:</b>	Full-time   1-year term (August 2025 – August 2026)
<b>Start Date:</b>	ASAP
<b>Benefits:</b>	Comprehensive benefits package   RRSP matching
<b>Location:</b>	Burns Lake, BC

*At Lake Babine Nation, we believe that through good governance, we will ensure all members have a healthy, traditional, and prosperous future. Our commitment to respect, honesty, tradition, and health and wellness helps enable a strong community and brings a rich culture to Lake Babine Nation as a workplace. Our commitment to excellence creates the opportunity for an empowering and rewarding career with the Nation.*

### JOB SUMMARY

Lake Babine Nation (LBN) is seeking an organized and professional individual to join our team as the Elementary-Secondary Coordinator at LBN.

The Elementary-Secondary Coordinator is responsible for facilitating and providing support to LBN students/parents who are enrolled in elementary and secondary schools. The Elementary-Secondary Coordinator will provide information and support to parents, students, and members on elementary and secondary school processes, including the nominal roll eligibility and process, course selection, IEP plans, school supply lists, course selection, and other relevant programs and services. The Coordinator will liaise and coordinate with elementary and secondary schools to facilitate student success, including student transitions into schools, parent-teacher meetings, advocacy for students and parents, fundraising, etc.

### OVERVIEW OF DUTIES & RESPONSIBILITIES

- Provide information to members on the nominal roll process and eligibility, including INAC eligibility.
- Facilitate and coordinate with schools regarding eligible students attending each respective school for the nominal roll.
- Facilitate and coordinate with schools for the successful transition of students going into high school.
- Provide ongoing support and advocate on behalf of LBN students attending public schools.
- Liaison with the LBN Post-Secondary Coordinator to assist in the development of education plans and career goals for LBN students in secondary school.



# Elementary-Secondary Coordinator

## Employment Opportunity

- Attend IEP plan meetings with parents as requested.
- Maintain student files and documentation for reporting requirements.
- Plan and coordinate an annual parent-teacher social event to empower student success.
- Prepare and submit the annual nominal roll to INAC.
- Prepare and distribute school supply request forms for eligible on-reserve students.
- Provide incentive allowance to secondary students. Obtain a copy of the student's report card every semester to calculate student allowances.
- Review and code tuition invoices and grad fees for payment to the public schools for eligible students.
- Provide information and appropriate websites so students may apply for bursaries or scholarships.
- Develop quarterly and annual reports.
- Assist in the planning, development and implementation of programs and services for the Education Department.
- Represent LBN on committees or boards, as appointed by Chief & Council or the Education Director.

### MINIMUM REQUIRED QUALIFICATIONS

#### Education, Experience, Certifications, Training

- Post-secondary education in business administration, human services, or a field relevant to the position.
- Minimum of two (2) years of experience working with school-aged children.
- Minimum of three (3) years of experience in an office/administration setting.
- Experience working with Indigenous Peoples or communities is an asset.

#### Knowledge, Skills & Abilities

- Have the philosophy that children are our future and treat each child with respect, patience, and love.
- Strong analytical, organizational, coordinating and planning skills.
- Demonstrated ability to verify, research and collect data and prepare reports and other documents.
- Time management skills with the ability to manage competing priorities to meet deadlines.
- Strong tact and diplomacy
- Working knowledge of the requirements of educational institutions and funding programs, and of administrative procedures relevant to education funding.
- Able to communicate effectively- in writing, presentations, and verbal communications.



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- Advanced skills in computerized record keeping.
- Intermediate skills in Microsoft Office Suite, including Word, Excel, Publisher, and Outlook

### Position-Specific Competencies

- Initiative: Self-starter; takes responsibility for own time and effectiveness. Takes the first step to identify and address existing or potential obstacles, challenges, and opportunities.
- Relationship Building: Builds strong, trusting relationships with students and parents and fosters a sense of belonging. Fosters effective and collaborative relationships with internal and external stakeholders. Collaborates with internal departments to provide wraparound support.
- Problem Solving & Decision-Making: Addresses issues proactively before they escalate. Makes data-informed decisions and communicates decisions and rationale clearly.
- Cultural Sensitivity: Respects and incorporates the values and traditions of LBN into education services, supports, and programming.

## EMPLOYMENT REQUIREMENTS & CONDITIONS

### Job Requirements

- Valid Class 5 B.C. Driver's License.
- Access to reliable, personal transportation for travel.
- Completion of a Criminal Records Check with a vulnerable sector search, with satisfactory results relevant to the position.

### Working Conditions

- Travel to schools/communities will be required.

## Apply Now!

Complete the [application form](#) and email it with your cover letter and resume to HR:

**Attention:** Human Resources  
**Email:** [hr@lakebabine.com](mailto:hr@lakebabine.com)

Pursuant to Section 41 of the B.C. Human Rights Code, preference may be given to applicants of Indigenous ancestry.

**We thank all applicants for their interest; short-listed candidates will be contacted for an interview.**