



Post-Secondary Education Coordinator

Employment Opportunity

Position Title:	Post-Secondary Education Coordinator
Reports To:	Beatrice Michell
Hours:	35 hours per week
Wage:	\$28.75 - \$37.73 per hour <i>(starting wage commensurate with experience)</i>
Status:	Full-time Permanent
Start Date:	ASAP
Benefits:	Comprehensive benefits package RRSP matching
Location:	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 a dependable, motivated, efficient, organized, professional individual to join our team as the Post-Secondary Education Coordinator at LBN.

The Post-Secondary Education Coordinator is responsible for to assist all post-secondary students with any and all needs relating to post-secondary education. The Post-Secondary Education Coordinator reports to the Education Director.

OVERVIEW OF DUTIES & RESPONSIBILITIES

- Assist post-secondary students with funding sources and application processes to educational institutions
- Be familiar with post-secondary institutions requirements
- Assist students with the transition to post-secondary
- Create and establish contacts with various post-secondary institutions in order to help support students
- Assist in monitoring the grades of First Nations students within each post-secondary Institutions to help assist if necessary
- Develop, coordinate and organize First Nations educational opportunities and experiences for students with various post-secondary institutions
- Works with the Education Director to create a strategic plan and budget specific to post-secondary education
- Responsible for implementation of all AANDC post-secondary education funding policies and procedures and end of fiscal year reporting



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- Monitors plans and expenditures accordingly
- Prepares reports (monthly and/or quarterly) to the Education Director
- Assists post-secondary with funding sources and school applications
- Attends meetings and training as required
- Creates annual work plans to support operations and personal/professional development.
- Submits timesheets, requests, and documentation according to policies and procedures.
- Participates in professional development to support career growth.

MINIMUM REQUIRED QUALIFICATIONS

Education, Experience, Certifications, Training

- Experience with post-secondary education policies and guidelines including application, scholarship and pre-requisite requirements
- Bachelor's degree or college diploma in Education or Office Administration preferred

Skills & Abilities

- Education Program Practices and policies
- Business budget planning and analysis
- An understanding of relevant AANDC policies and procedures
- Able to demonstrate and meet specific First Nations School Association standards and performance indicators
- Office administration and ability to develop and analyze business plans
- Ability to identify and promote best education practices, determine priorities, be self-directed and work with minimal supervision
- Analytical and problem-solving skills, decision making skills, negotiation and mediation skills, stress management skills and time management skills
- Willingness to be on-call for students during peak times
- Effective verbal, written, presentation/public speaking, listening communication skills, and professional phone etiquette
- Computer skills including the ability to operate computerized accounting, spreadsheet, Microsoft Word, Microsoft Excel, word processing, graphics and website development programs at a highly proficient level

Position-Specific Competencies

- Be honest, trustworthy, respectful, flexible and demonstrate sound work ethics
- Possess cultural awareness and sensitivity



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EMPLOYMENT REQUIREMENTS & CONDITIONS

Job Requirements

- Valid Class 5 B.C. Driver's License.
- Completion of a Criminal Records Check with satisfactory results relevant to the position.

Working Conditions

Physical Demands

- The Post-Secondary Education Coordinator works in an office environment and also with various post-secondary institutions necessary. Their workdays tend to be unstructured and they may deal with interruptions. They work normal Office hours. Travel may be required.

Environmental Conditions

- The Post-Secondary Education Coordinator may have to manage a number of projects at one time, and may be interrupted frequently to meet the needs and requests of members and clients. The Post-Secondary Education Coordinator may find the environment to be busy, noisy, and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

- Sensory demands include use of the computer, which may cause eyestrain and occasional headaches.

Mental Demands

- The Post-Secondary Education Coordinator will have to manage a number of requests and situations at one time. Stress may be caused by the need to complete tasks within tight deadlines. The Post-Secondary Education Coordinator will be expected to work outside of normal working hours and to function independently and work with minimal supervision.

Apply Now!

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

Attention: Human Resources
Email: 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.