



**Malahat Nation**

110 Thunder Road | Mill Bay, BC | V0R 2P4

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<b>Job title</b>	<b><i>Education Employment and Training Coordinator</i></b>
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**Anticipated Start Date:** April 2020

**Terms of Employment:** Full time

**Job Purpose**

The EET Coordinator will be responsible for overseeing and managing Malahat Nation’s education policy, and employment policy as well as ensuring the needs of the community are met in these fields.

**Duties and Responsibilities**

- Responsible for the analysis, research, and coordination of educational and training needs, programs, and policies on behalf of Malahat Nation
- Work in coordination with other departments to place members in available opportunities.
- Maintain and develop relationships with the community
- Research and apply for relevant grants as they become available
- Organize training courses for members
- Maintain and organize records and files for student and employment information
- Coordinate the budget for Education, Employment and training
- Attend regular meetings as required

**Credentials and Qualifications**

- 5+ years of related experience
- Bachelor’s degree or equivalent experience in a training or education position
- Life skills certification and/or Certified Employment Counselor
- Computer Skills – Microsoft Office, internet, email

**The ideal candidate will have the following skills:**

- Knowledge of First Nation education issues, challenges, and delivery models
- Proven effectiveness in project management
- Experience maintaining budgets
- Strong interpersonal skills

**Compensation and Work Requirements:**

- 30 hours per week
- Compensation dependent upon experience
- Benefits and Pension package

**Preference will be given to Indigenous applicants.**

**Please submit the following:**

- **Cover letter**
- **Resume including 3 current references**
- **Credentials**

To Nick Hayer, fax 250-743-3251 or by email:  
[Nick.Hayer@malahatnation.com](mailto:Nick.Hayer@malahatnation.com)

**Closing Date: March 27, 2020**