



Malahat Nation

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Education, Employment and Training (EET) Coordinator

REPORTS TO	Director of Community Programs	START DATE	As Soon As Possible
COMPENSATION	\$58,302.96 - \$59,956.74 (NEE: A – 18) - <i>subject to education and / or experience or a combination of both.</i>	STATUS	Permanent, Fulltime (35- hours per week)

Malahat Nation represents approximately 350+ members with two reserve lands located on the western shore of Saanich Inlet, south of the village of Mill Bay, about 40-kilometres north of Victoria, British Columbia. Malahat Nation is looking for the right candidate(s) to join our Community Programs Department. Malahat Nation places great importance on increasing the participation and success rates of Malahat Nation members in education and training. This position is ideal for you if you are an innovator able to engage in the community and you have a strong desire to make a difference in our community. Our staff are offered opportunities for professional growth and development.

PURPOSE: Reporting to the Director of Community Programs, the Education, Employment and Training (EET) Coordinator will be responsible for developing and delivering post-secondary education, training and advisory services to Members of Malahat Nation community. Supports include but not limited to overseeing and managing Malahat Nation's post-secondary education policy. *This is a fulltime permanent position working in office with local to moderate travel required.*

RESPONSIBILITIES:

- Responsible for the analysis, research, and coordination of educational and training needs, programs, and policies on behalf of Malahat Nation including applying for relevant grants as they become available
- Support high-school students and adult learners with post-secondary support inclusive to education, employment and training options and opportunities based on education support plans
- Implement EET related policies, practice and procedure to align with Financial Administrative Law and Malahat Nation law and policy
- Develop, design, and maintain education and training content and materials including but not limited to coordination and delivery of workshops and other training opportunities for Malahat Nation
- Develop, support and coordinate with other departments to place members in available training and or employment opportunities
- Represent Malahat Nation at workshops, trainings and conferences while working collaboratively to establish and maintain relationships with the community and stakeholders as needed
- Organize, compile and maintain data records and student files to monitor program impact, program development and evaluation
- Regular reporting duties to Indigenous Service Canada and other agencies as required
- In coordination with the Malahat Finance department, provide support to the Director of Community Programs with managing the EET departmental budget including participating in quarterly budget reviews, annual planning activities, preparing and submitting funding proposals and follow established accounting policies and procedures as per Malahat Financial Administration Law
- Communicate and share information with community on a regular basis to support program engagement
- Adhere to COVID- 19 policies and Malahat Nation policy and procedures
- Participate in training and staff meetings as required
- Other duties as required.

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry. We thank all applicants in advance but only those selected will be contacted.

EDUCATION AND EXPERIENCE:

- Bachelor’s Degree or equivalent experience in a training or education position
- Minimum of 2-years of demonstrated experience
- Life Skills certification and/or Certified Employment Counselor is considered an asset
- Current Criminal Record Check (CRC) including vulnerable sector search required
- Valid BC Drivers License and reliable vehicle required
- Effective, December 3, 2021: Malahat Nation has implemented a vaccine mandate requiring all employees to be fully vaccinated against Covid19 to be eligible for employment. *All individuals must show Proof of Vaccination as a mandatory condition of their employment*

KNOWLEDGE, SKILLS, AND ABILITIES:

- Experience working in Indigenous communities and working knowledge of First Nation education issues, challenges, and delivery models
- Experience preparing and maintaining budgets
- Strong written and verbal communication skills
- Ability to take initiative and be a strong team participant
- Ability to maintain strict confidentiality with sensitive information
- Demonstrated knowledge of and experience in adult education, group facilitation, and public speaking
- Demonstrated organizational, project management, and time management with the ability to multitask
- Familiar with computers and ability to use software such as Microsoft Office Suite and communication tools such as Facebook, Publishing and Canva would be an asset
- Willingness to learn about Malahat culture, customs, and traditions is an asset

Interested applicants are invited to submit a current resume, a detailed cover letter and three references.

Please reference the ‘Job Title’ in the ‘Subject Line’.

Human Resources Department, Malahat Nation

In person, fax 250-743-3251 or via email

Email: careers@malahatnation.com

Website: <https://malahatnation.com/jobs/>

Deadline: Recruitment Open Until Position Filled.