

**Employment Opportunity – Full Time**

**JP-2020-10 ETAPS Coordinators (2)**

**Position Summary**

The ETAPS Coordinators (2) will follow the lead of the ETAPS Manager in coordinating the implementation of Education and Employment focused programming for adult members of the shíshálh Nation.

**Duties & Responsibilities:**

* Administer the PSSSP and ACCESS Programs in accordance with respective policies
* Meet with prospective students/clients to determine their educational or career goals and develop action plans
* Meet with high school students and working with SD46 staff to ensure students have the pre-requisites needed to apply for programs.
* Assist clients with filling out appropriate application forms i.e.: SIB Post-Secondary funding form, PIF (ACCESS Personal Information Form), SIB Adult Education funding form and institutional application forms.
* Recommend applications for approval in accordance with program policy
* Arrange sponsorship for approved clients for tuition and textbooks
* Process monthly training allowances and make deposits to student accounts
* Attend First Nations Education Steering Committee (FNESC) Post-Secondary Coordinator Workshops
* Communicate regularly with clients to verify progress
* Arrange tutorial services for clients
* Coordinate group training programs
* Help clients seek new employment opportunities and assist with resumes/cover letters and interview preparation.
* EEC must keep up-to-date with current trends in employment resources and have these resources available in the job search room
* Organize job and career fairs for membership
* Liaise, network and maintain relationships with external agencies to actively promote educational and career opportunities
* Create promotional materials for recruitment to programs and actively recruit clients for programs
* Perform clerical functions to ensure all scanning, faxing, photocopying, mailing, cheque requests, purchase orders, mail pick up/delivery, shredding are executed
* Organize and maintain manual and electronic files

**Qualifications, Skills and Abilities:**

* Prefer that applicants have at least a bachelor's degree, possibly in Education, Business or Counselling.
* 3 years’ Work experience in a related field may also be desirable.
* Effective verbal and written communication skills, Proficient communication skills - both verbal and written - are necessary.
* Effective interpersonal skills including tact and diplomacy
* The ability to handle a variety of tasks, prioritize and problem solve are also important.
* Proficient with MS Office programs, particularly Word, Excel, and Outlook; ability to learn other programs
* Good organizational and time management skills, and ability to be flexible to meet changing priorities
* Physical and mental ability to perform the duties of the position
* Class 5 drivers licences and vehicle

**If you are interested in the position, please send your resume and cover letter to Shree Comar, HR Generalist:** [**scomar@secheltnation.net**](mailto:scomar@secheltnation.net)

*Preference will be given to qualified shíshálh members, community members, and other First Nation’s members, Inuit and Métis. We sincerely thank all applicants for their interest in the position; however, only qualified applicants will be contacted for an interview.*