



Employment Opportunity – Full-time JP-2022-39 Education Training and Post Secondary Coordinator

The Position

Under the general supervision of the Director of Education and the ETAPS Manager, the Coordinators are responsible for the overall administration, coordination, development, and support in the implementation of Education and Employment focused programming for students & adult members of the shishálh Nation. This includes assisting the ETAPS Manager in the implementation and adherence of the Indigenous and Northern Affairs Canada (INAC) Post-Secondary Student Support Program (PSSSP) and the ISET Indigenous Skills and Employment Training Program.

The Candidate:

- Meet with prospective students/clients to determine their educational or career goals and develop action plans
- Administer the PSSSP, ISET and Adult Education Programs in accordance with respective policies
- Meet with high school students and working with SD46 staff to ensure students have the pre-requisites needed to apply for programs.
- ARMS Data Entry
- Assist clients with filling out appropriate application forms
- Help clients seek new employment opportunities: assist with resumes/cover letters and interview preparation
- Recommend applications for approval in accordance with program policy
- Arrange sponsorship for approved clients for tuition and textbooks
- Process monthly training allowances
- Attend Integrated Case Management meetings
- Coordinate and oversee Summer Student Work Experience Program
- Liaise, network and maintain relationships with external agencies to actively promote educational and career opportunities
- Ensure compliance and quality assurance are adhered to throughout the department and records management
- Seek and assist the ETAPS Manager, when necessary and approved, input on student issues from parents, guardians, students and teachers

Qualifications, Skills and Abilities:

- Minimum bachelor's degree, possibly in Education, Business or Counselling, preferred
- Work experience in a related field is an asset
- Effective interpersonal skills including tact and diplomacy
- The ability to handle a variety of tasks, prioritize and problem solve
- Proficient with MS Office programs, particularly Word, Excel, and Outlook (keying 50 words a minute) with a willingness to ability to learn other programs
- Highly proficient in the use of Microsoft Office Suite (Excel, Word, Outlook) keying 50 words a minute
- Class 5 drivers' licences, clean driver's abstract and reliable vehicle

A full job description is available upon request. If you are interested in the position, send your cover letter and résumé to hr@shishalh.com . This position will remain open until filled.

Preference will be given to qualified shishálh band 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.