

First Nations Education Steering Committee

Suite #113-100 Park Royal South, West Vancouver, BC V7T 1A2
P: 604-925-6087 Toll-Free: 1-877-422-3672

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Coordinator, Parent and Community Engagement

Join us to make a lasting impact!

The First Nations Education Steering Committee (FNESC) is an independent society led by a strong and diverse board of about 100 First Nations community representatives. FNESC is committed to improving education for all First Nations students in BC. FNESC works in partnership with the First Nations School Association (FNSEA), and the Indigenous Adult Higher Learning Association (IAHLA), as well as other partner organizations.

We are currently searching Coordinator, Parent and Community Engagement to play a key role in supporting our commitment to improve education for all First Nation students in BC. This position reports to the Manager, K-12 Policy and will provide leadership, guidance and coordination of engagement programs in First Nations and First Nations schools.

Duties and Responsibilities

1. Program coordination

- Developing, planning and coordinating programs that increase parent, student, and community engagement, such as, but not limited to Parent's Club and Seventh Generation Club, including expanding the support offered to parents and students;
- Providing support for First Nations and First Nations schools that are implementing parent or student engagement programs or other related activities;
- Establishing and coordinating a Parents sub-committee. This includes coordinating meetings, ensuring minutes are taken, distributed and saved, and other duties related to the ongoing administration of the sub-committee;
- Coordinating events including the bi-annual Parents Conference and the annual Parent Workshops;

2. Community support

- Providing advice, guidance, support and resources related to implementing and maintaining effective FN schools parent and student engagement programs;
- Maintaining awareness of community activities related to parent and student engagement programs in order to measure effectiveness, maintain records, and provide feedback to communities;
- Acting as a positive role model for parents and community members with regards to communication, presentation, organization, efficiency and effectiveness;
- Maintaining up-to-date knowledge of new trends and research in parental engagement and student attendance;

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3. Other duties

- Provide technical support to senior staff related to committees, government initiatives, etc.
- Representing FNESC at Regional Sessions and other events, including presenting when appropriate;
- Assisting with the preparation, set up/take down, and daily job tasks during all FNESC, FNSA and IAHLA Conferences.
- Abiding by FNESC's Personnel, Privacy, ICT, Communications and Finance Polices;
- Complying with the protocols of and ensuring the filing of necessary documents in the FNESC Records and Information Management System;
- As requested within the same scope and level.

Requirements:

The position will require an individual who has the following certifications, knowledge, experience, skills and characteristics.

- Completion of a degree or diploma related to Social Work, Leadership, Education, Adult Education, Business, Health or equivalent;
- A minimum of two (2) years' experience in leading, developing, promoting and administering programs related to education, health, recreation or wellness;
- Understanding of First Nations education issues and First Nations culture;
- Excellent interpersonal skills, and the ability to exhibit a senior level of professionalism;
- Valid driver's license and a satisfactory criminal records check.

This is a full time position based out of the FNESC Office in West Vancouver, BC. The normal office hours are Monday to Friday from 8:30am to 4:30pm. Some weekend and evening work will be required, as will travel throughout the province of BC.

The salary for this position is \$57,000 per year.

We offer full-time meaningful work in a professional, friendly, and respectful office environment which is easily accessible by transit and right next door to Park Royal Mall. We enjoy having occasional lunches together as a team – pizza is one of our favourites. Our benefits and pension plans are above average, as is our vacation entitlement. We also offer professional development and a health and wellness subsidy for all of our employees.

We thank everyone who applies for their interest in FNESC. Unfortunately, due to the volume of applications, we are only able to respond to those applicants who are selected for an interview. We cannot respond to telephone or email inquiries.

Please send your resume and cover letter to jobs@fnesc.ca.