

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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Manager, Student Mental Health and Wellness Programs

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 Manager, Student Mental Health and Wellness Programs to play a key role in supporting our commitment to improve education for all First Nation students in BC. This position reports to the Executive Director and will be FNESC's primary subject matter expert and champion for all student mental health and wellness programs.

Duties and Responsibilities

1. Leadership and Strategic Planning

- Developing, planning, coordinating, supporting implementation, and evaluating mental health and wellness programs for First Nations students;
- Identifying, developing, and implementing professional development and training opportunities for school staff, parents and families, and when appropriate, students;
- Undertaking related research and creating materials such as mental health and wellness education program curriculum, resources, and promotional materials, as well as professional documents such as reports, briefing notes, communiques to First Nations and First Nation schools, and other professional correspondence;
- Coordinating efforts with partner organizations, including but not limited to the First Nations Health Authority, the First Nations Schools Association, government Ministries, and other education or health partners;

2. Managerial support

- Providing managerial level administrative support to the Executive Director;
- Providing managerial support for new FNESC initiatives under the guidance of the Executive Director;
- Managing, preparing and editing of presentations, speaking notes, briefing notes, meeting kits, and other communications products as required;

3. Other duties

- Maintaining ongoing communications with schools and communities;
- Undertaking other related duties as required by the Executive Director;

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- Abiding by and promotes with staff FNESC's Personnel, Privacy, ICT, Communications and Finance Policies.

Requirements:

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

- University Degree in Health Education, Educational Psychology, Counseling, or a related field. Or an appropriate combination of experience and a University degree;
- Minimum 3-years' experience developing, coordinating and evaluating health education programs;
- Understanding of First Nations education and health issues and First Nations culture;
- Some travel is required throughout the province of BC;
- Creativity and innovation;
- 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 \$72,000 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.