

## 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, Mentor & Skills Programs

The First Nations Education Steering Committee (FNESC) is currently looking for a dedicated, energetic Coordinator, Mentor & Skills Programs to join our hard-working team who work collaboratively and diligently to improve education for all First Nations students in BC. Since 1992, FNESC, led by a strong and diverse board of over 100 First Nations community representatives, has worked in partnership with the First Nations School Association (FNSEA), and the Indigenous Adult Higher Learning Association (IAHLA).

The Coordinator, Mentor and Skills Programs position will be responsible for providing in-depth leadership, capacity building, and career development for all BC First Nations and First Nations schools. This position will also require the administration and management of the BC First Nations Innovations in Education Program and other funding programs as requested.

#### Duties and Responsibilities:

##### Program Coordination:

- Developing, planning and coordinating mentorship and skills development programs and related activities;
- Ensuring the implementation of policies and practices related to mentorship and skills development programs;
- Managing and monitoring mentorship and skills development program activities, communication, and relationships;
- Building positive, effective relationships with mentors, mentees, and community members who are responsible for administering related programs;
- Scheduling and organizing mentorship opportunities, webinars, workshops, training opportunities, travel and other related activities for mentors and mentees;
- Providing advice, support and resources to mentors, mentees, and community members who are responsible for administering related programs. This advice, support and resources are related to setting goals, maintaining relationships, evaluating success, reporting and record keeping for mentorship and skills development programs;
- Providing and/or coordinating training, support, and resources related to coaching, teaching, providing feedback, creating learning opportunities, and effective communication skills to mentors;
- Maintaining updated records and create reports, briefing notes, communiques, proposals, and other professional communications with regards to mentorship and skills development programs;
- Ensuring that all mentorship programs are operated with the health and safety of all participants in mind. This includes ensuring mentors and mentees have been provided with appropriate safety guidelines and training;
- Acting as the main resource to other managers regarding mentorship and community support when/where appropriate;
- Completing other program coordination duties and support as assigned by the Manager, Funding Programs or the Director, Executive Services and Community Support.

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### Community Support:

- Providing advice, guidance, support and resources related to the Skills Link Program, Innovations Program, and other related programs including but not limited to Seventh Generation and Parent's Clubs;
- Providing advice, guidance, support and resources related to implementing and maintaining effective mentorship programs;
- Maintaining awareness of community activities related to mentorship and other similar programs in order to measure effectiveness, maintain records, and provide feedback to communities;
- Acting as a positive role model for mentees and community members with regards to communication, presentation, organization, efficiency and effectiveness;
- Maintaining up-to-date knowledge for new trends in skills development and mentorship programs;
- Building strong relationships with other related agencies and providing communities with links to other related agencies;
- Responding to community needs and questions with regards to mentorship and skills development programs;
- Completing other community support duties as assigned by the Manager, Funding Programs or the Director, Executive Services and Community Support.

### Meeting, Workshops and Conferences Support:

- Providing assistance with the planning, preparation and implementation of workshops and conferences, travel arrangements, catering, room bookings, A/V support, and other support for meetings or workshops related to mentoring and skills development programs or community support;
- Assisting with the preparation, set up/take down, and daily job tasks during all FNESC, FNSA and IAHLA Conferences.

### General Administrative Support:

- Complying with and filing necessary documents in the FNESC Records and Information Management System;
- Complying with FNESC Privacy Policies and Procedures, and assisting communities in ensuring mentorship and skills development programs comply with privacy regulations;
- Complying with FNESC Health and Safety Policies and Procedures, and assisting communities in ensuring mentorship and skills development program comply with health and safety regulations;
- Complying with FNESC Code of Conduct policy.

**Other Duties:** As requested within the same scope and level.

### Requirements of the Position:

The position will require an individual that has:

- Completion of a diploma or degree related to Social Work, Leadership, Adult Education, Career Development/Counselling, Business, or equivalent;

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- A minimum of two (2) years' experience leading, developing and administering leadership or mentorship programs;
- A minimum of two (2) years' experience in the role of coordinator, mentor, coach or teacher;
- A good understanding of First Nations history and culture, and ideally some knowledge of education issues;
- A strong understanding of privacy and confidentiality combined with the ability to maintain confidentiality on all personal and organizational information;
- A satisfactory criminal records check;
- A valid BC Driver's license and;
- Flexibility for travel when/if required.
- Excellent organizational and administration skills;
- Strong understanding of mentorship and skills development programs, including necessary policies and procedures;
- Strong record keeping skills;
- Ability to multi-task, be flexible and work well under pressure with tight deadlines;
- Proficient skills in using Microsoft Office software and Desktop Publishing;
- Demonstrated ability to effectively liaise and communicate both oral and written while using tact with a variety of internal and external clients and stakeholders;
- Confidentiality, privacy, respect and trust are absolute requirements for this position;
- Initiative and self-direction;

### Hours of Work:

This is a full-time position. The office hours are normally Monday to Friday, 8:30 a.m. to 4:30 p.m. with a one-hour break for lunch. However, the nature of this position is such that some additional time with notice may be required and there is a possibility of work on weekends or during the evenings and some travel may be required. All employees will comply with the FNESC Personnel and Finance Policies

### Work Location:

FNESC Office, West Vancouver, BC

The salary for this position is \$58,000 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](mailto:jobs@fnesc.ca).**