

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, Executive Services and Jurisdiction Preparation

Join us to make a lasting impact! An excellent work-life balance is waiting for you!

The First Nations Education Steering Committee (FNESC) is currently looking for a dedicated, energetic and organized Coordinator, Executive Services and Jurisdiction Preparation to join our hard-working Executive Services and Community Support team who work collaboratively and diligently to improve education for all First Nations students in BC. This position reports directly to the Director, Executive Services and Community Support.

The Coordinator, Executive Services and Jurisdiction Preparation will be responsible for coordinating and implementing programs, projects, and services designed to support First Nations that are preparing to sign education jurisdiction agreements. This work includes developing meeting agendas and materials, drafting minutes, briefing notes, presentations, and serving as the main contact for education jurisdiction preparedness. In addition, the Coordinator, Executive Services and Jurisdiction Preparation may be assigned various projects and programs that support new or emerging education initiatives or issues within First Nations communities.

Since 1992, FNESC, led by a strong and diverse board of over 125 First Nations community representatives, has worked in partnership with the First Nations School Association (FNSEA), and the Indigenous Adult Higher Learning Association (IAHLA). Communications, research, partnership-building, resource development and advocacy are all part of the work we do to advance issues in First Nations education.

What We Offer:

- The salary for this position is \$58,710.00 per year;
- Three (3) weeks of vacation as well as two (2) weeks of vacation at Christmas time (with the latter being subject to annual board approval);
- Well above-average benefits plan that is 100% paid for by FNESC, that includes: extended health care, dental care, and vision care;
- Well above-average employer matched pension plan;
- The potential for partial work-from-home;
- Career advancement opportunities in a fast-growing organization (approximately 30% of current FNESC employees have been promoted into their current role);
- Generous annual professional development subsidy;
- Generous wellness subsidy;
- 35-hour working week;
- Regular employee appreciation events such as our annual Summer Barbeque and Christmas Party.
- Respectful work environment with a stellar work-life balance.

Duties and Responsibilities:

- Working with and supporting senior FNESC staff and First Nations involved in jurisdiction preparations, to coordinate meetings, including sending meeting notices, drafting agendas, working administrative assistants on meeting kits, taking minutes, and conducting follow up on education jurisdiction meetings, as required;
- Assisting with FNESC's efforts to share information regarding the BC First Nations education jurisdiction process;
- Building and maintaining a close working relationship with First Nations that are interested and or preparing to sign education jurisdiction agreements.

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- Undertaking research as needed to address arising questions and new issues related to education jurisdiction preparations;
- Developing presentations to assist First Nations that are interested in signing education jurisdiction agreements;
- Coordinating, participating in and preparing for meetings with partners, including preparing necessary briefing notes, reports and other documents;
- Maintaining records and identifying/monitoring key issues that arise, and working with senior staff to address follow up to those issues;
- Overseeing and coordinating funding allocations related to education jurisdiction preparedness;

What We're Looking For:

- A minimum of a Bachelors' Degree or higher in a relevant field (Education, Communications, Business Administration, Public Administration, Political Science, etc.);
- A minimum of one (1) year experience working with First Nations organizations is preferred;
- Ability to quickly understanding of First Nations education issues and BC First Nations education agreements, partnerships, and legislation;
- Demonstrated innovation, creativity and an understanding of how to work collaboratively with First Nations;
- Excellent verbal and written communication skills;
- Excellent organizational skills;
- Ability to work in a busy, frequently changing environment. Multi-tasking, flexibility, and adaptability are a must;
- Ability to work as part of a team, and also take direction from a Board of Directors;
- Dependability and reliability;
- Strong sense of responsibility and ownership;
- Ability to create and maintain a professional, respectful, safe and healthy work environment.
- Flexibility for travel when/if required.

We offer full-time meaningful work in a professional, friendly, and diverse 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 favorites.

This is a full-time, permanent position with most of the work being done between 8:30 a.m. and 4:30 p.m. However, the nature of this position is such that occasional work outside of those hours, including weekend work, may be required.

FNESC requires that all FNESC staff be fully vaccinated for COVID-19 for two reasons: First, because FNESC takes its responsibility to create and maintain a healthy workplace very seriously. And, second, because many of our staff attend First Nations communities in-person. Some First Nations have unique requirements and vulnerabilities related to communicable diseases like COVID-19, and FNESC always respects the needs of First Nations.

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