

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, First Nations Languages and Culture Funding

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

The Manager, First Nations Languages and Culture Funding is an important role in FNESC's Languages and Culture department. This position reports to the Director of Instructional Services.

The Manager, First Nations Languages and Culture Funding is part of the Languages and Culture and will manage the development, delivery, implementation, and evaluation of the First Nations Language and Culture funding/allocations programs and will support strategies aimed at increasing the quality of First Nations languages programs in First Nation schools.

Since 1992, FNESC, led by a strong and diverse board of over 130 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 \$91,052.00 per year;
- Four (4) 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 healthcare, dental care, and vision care;
- Well above-average employer matched pension plan;
- Generous annual professional development subsidy;
- Generous wellness subsidy;
- Regular employee appreciation events;
- Respectful work environment with a stellar work-life balance;
- 35-hour working week;
- The potential for partial work-from-home.

Duties and Responsibilities:

- Overseeing First Nations Languages and Culture Program funding/allocations, including oversight of the allocations process, reviewing allocations work plans and reports, and supporting school staff with the implementation and/or development of work plans;
- Analyzing data and trends for First Nations languages programming in First Nations schools to inform practice;
- Confirming completion of all funding activities, including final reports and interim reports;

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- Interacting with and providing one on one support for school and community language and culture programs;
- Supporting the development of First Nation language and culture materials and resources for First Nations and First Nation schools;
- Overseeing and administering the First Nations Languages Mentor-Apprentice Program, when it is offered.

What We're Looking For:

- Bachelor's Degree in relevant area (e.g. education, business administration, commerce, public administration, First Nations studies or a similar degree);
- Minimum of 3 years' experience working in the field of program management or administration;
- Teaching experience is preferred but not mandatory;
- Experience working with First Nation schools is preferred;
- Experience with funding and budgeting;
- An understanding of languages revitalization, language programming, languages immersion, and/or adult language programming;
- Experience in project management;
- High level of independent judgment, organizational skills, initiative, time management and decision-making skills to manage and prioritize work.

Hours

This is a salaried full-time position. Some travel is required throughout the province of BC.

Location:

Anywhere in British Columbia that might be suitable for FNESC's needs.

FNESC requires that all FNESC staff have at least two doses of COVID-19 vaccine 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.