

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 Schools Support Team Administration

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 Manager, First Nations Schools Support Team Administration to join our hard-working Instructional Services team who work collaboratively and diligently to improve education for all First Nations students in BC.

The Manager, First Nations Schools Support Team Administration has the main responsibilities of leading and managing day to day activities in the areas of support and coordination for the administration staff and the FNSA Board of Directors, and the FNSA Authorized Representatives. The Manager works with all the Directors of the First Nation School Support Teams to oversee the coordination of grant allocations, information sharing with First Nation schools, workshop and conference registration, and event participant and staff reimbursements.

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 (FNSA), 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 range for this position is \$70,000.00 to \$80,000.00 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 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:

Board and Authorized Representatives

- Overseeing the preparation and coordination of the FNSA Board of Directors meetings and the FNSA Annual General Meeting (AGM);
- Managing the records, reports, briefing notes, communiques, proposals, meeting minutes and other professional communications with regards to the FNSA Board of Directors and departmental teams;
- Overseeing the preparation and coordination of FNSA Board Meetings and FNSA Authorized Representatives meetings, this includes working with Director, Instructional Services to prepare agendas.

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Management of Staff

- Supervising the administrative assistants and coordinator (except, the Coordinator, First Nations School Technology User Support and Training) from Instructional Services, Secondary Graduation and Adult Education, Special Education, and Languages and Culture;
- Coordinating the training, support and resources to support all administrative assistants supporting the First Nation School Support Teams;
- Overseeing and supporting funding programs and information sharing with First Nation schools;
- Ensuring that all supervisory practices and procedures adhere with FNESC's Personnel Policies;

Funding Support

- Supporting other managers with funding as required;
- Communicating with schools when they would like an extension on deadlines and tracking the extensions;
- Following up with schools after deadlines pass;
- Drafting communications as requested by Directors or Managers to support funding programs;
- Overseeing the recordkeeping for funding programs, as required.

What We're Looking For:

- A Post-Secondary Degree or equivalent combination of experience and education; a comprehensive understanding of First Nations issues, and First Nation Education issues;
- Experience working with Board members, Managers, staff and public, and political officials;
- Ability to lead by example, demonstrate leadership, client service attitude, integrity, creativity and enthusiasm in achieving results directly and through management;
- Ability to establish and maintain relationships, and collaborate and advocate effectively with internal and external stakeholders to develop, manage and evaluate programs/services,
- Ability to coordinate a number of different meetings, projects, tasks, and work within a busy work environment;
- A strong understanding of privacy and confidentiality combined with the ability to maintain confidentiality on all personal and organizational information;

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