

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, Curriculum

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

The Coordinator, Curriculum position is an important role in FNESC's Curriculum team. This position reports to the Senior Manager, Curriculum.

This Coordinator, Curriculum will support and develop the collaborative partnership between British Columbia and FNESC on education issues to advance BC Tripartite Education Agreement (BCTEA) initiatives including, joint initiatives on curriculum development and implementation, and provincial exams and assessments.

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 \$75,000.00 per year;
- Four (4) weeks of vacation PLUS 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;
- Career advancement opportunities in a fast-growing organization;
- 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:

- Supporting curriculum and assessment commitments under BCTEA;
- Keeping abreast of developments with BC First Nations, education partners, government agencies, boards, provincial and national working groups, political bodies and other education stakeholders. Conducting research in areas of curriculum, graduation requirements, provincial exams and assessments and other key areas;
- As directed, managing and consulting with the Ministry of Education and related Ministries regarding proposed changes to provincial educational policy, legislation or standards that materially affect programs, assessments, graduation requirements, exams, or curriculum offered by FNESC or First Nations Schools;
- Managing and preparing speaking notes, briefing notes, reports, correspondence and other communications materials as required;
- Developing and supporting implementation of First Peoples' curriculum and resources, including Teacher Resource Guides;
- Working to increase support of the First Peoples graduation requirement;

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- Keeping up-to-date on any changes to core curriculum and provincial exams/assessments within the BC Public Education System.

What We're Looking For:

- A Professional Teaching Certificate;
- Minimum of 3 years' experience working with or in BC schools and demonstrated experience and expertise in curriculum development and standards;
- Proven experience in a leadership role in educational initiatives;
- Valid driver's licence and a satisfactory criminal records check; and
- Comprehensive understanding of First Nations education issues and First Nations issues in British Columbia;

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 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.