

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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Specialist, Adult Secondary Education

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

The Specialist, Adult Secondary Education is an important role in FNESC's Secondary Graduation and Adult Education department. This position reports to the Senior Manager, First Nation Schools Secondary and Adult Programs. The Specialist, First Nation Schools Secondary and Adult Programs, is part of the First Nation Schools Secondary and Adult Programs team and is primarily responsible for supporting settings that offer adult secondary education.

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 for this position is \$87,918.00 per year;
- 8-weeks of paid vacation per year, based on the school year. (5 weeks in July and August, 1 week at Spring Break, and 2 weeks at Christmas 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;
- 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:

Direct Adult Centres Support:

- Sharing information and responding questions to adult secondary First Nation school staff about opportunities for adult students to earn credits towards graduation and to build their literacy and numeracy skills.
- Delivering professional development sessions that equip adult secondary education First Nation school staff to guide adult learners to earn credits towards graduation and to build their literacy and numeracy skills
- Training instructors of Adult Secondary Education Programs to use the courses hosted on the online platform as a tool to promote access to the BC Curriculum;
- Supporting the development of courses and other resources / materials for adult learners;
- Helping First Nation school staff with enhancing the effectiveness of their learning settings, including assisting with / promoting the use of relevant resources related to program development, orientations, student attendance and engagement strategies, policy development, etc.
- Supporting the implementation of literacy and numeracy assessments and related interventions for adult students;

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- Connecting First Nation school staff with relevant educational partners
- Assisting adult education centre leaders in identifying relevant training and professional development opportunities for staff working with adult students
- Promoting FNESC's Privacy Toolkit and other privacy and/or data-related resources to support Adult Secondary First Nations Schools in improving data security
- Supporting Adult Secondary Education Networks and other workshops, as needed
- Participating in team meetings. This may include meetings with FNESC staff from other departments that provide direct service to First Nation schools.

Indirect Services:

- Supporting Adult Secondary Education Programs with School Assessment as required
- Participating in team meetings. This may include meetings with FNESC staff from other departments that provide direct service to First Nation schools.

What We're Looking For:

- Minimum of 3 years' experience teaching in an adult secondary education setting, preferably in a First Nations context;
- A minimum of a Bachelor's Degree in Education, Adult Education, or equivalent.
- BC Driver's License and willingness to drive;
- Satisfactory criminal record check;
- Comprehensive understanding of First Nations education issues and First Nations issues in British Columbia;
- Thorough knowledge and understanding of the graduation programs in BC;
- Demonstrated innovation, creativity and an understanding of how to work collaboratively with First Nations to ensure students are able to access as many credit-earning opportunities as possible;
- Excellent verbal and written communication skills.

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. 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.

Employees who live outside of the Lower Mainland may be approved to work from a home-based office in BC. Employees who live in the Lower Mainland will be based out of the FNESC office in West Vancouver. Employees who are based in the FNESC office in West Vancouver may be eligible to work from home 2 days per week.

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