

## Manager, Post-Secondary Education and Training Policy

**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, Post-Secondary Education and Training Policy to join our hard-working Education Policy team who work collaboratively and diligently to improve education for all First Nations students in BC.

The primary responsibility of the position is to advance First Nations Education Steering Committee and Indigenous Adult and Higher Learning Association activity and initiatives in post-secondary education and training through policy analysis and advocacy. The position is an important position in FNESC's Education Policy Department. The position provides support to the Indigenous Adult and Higher Learning Association (IAHLA) and FNESC Post-Secondary Subcommittee (PSSC). The Manager is also the organization's primary liaison with the Ministry of Advanced Education Skills and Training, and post-secondary staff at Indigenous Services Canada.

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 **\$97,053.00 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 Christmas Party.
- Respectful work environment with a stellar work-life balance.

### Duties and Responsibilities:

- Working closely with the Director of Education Policy and the Executive Director, providing senior-level leadership and facilitating strategic planning to move the post-secondary education and training agenda forward in a positive, proactive way;
- Representing FNESC and IAHLA at post-secondary-related meetings with government, regulatory bodies, post-secondary sector organizations, other agencies, Indigenous organizations and First Nations;
- Overseeing the management of programs and working with relevant agencies to ensure that efforts to support First Nations Post-Secondary learners are coordinated and complementary;

## 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

FNESC Careers [www.fnesc.ca/employment](http://www.fnesc.ca/employment) [jobs@fnesc.ca](mailto:jobs@fnesc.ca)



- Developing innovative approaches to addressing complex policy issues related to First Nations post-secondary education and training (PSE) and working with First Nations and other education partners to implement creative strategies for positive change;
- Ensuring the effective management of PSE funding including effective budgeting and minimized variances at year-end;
- Supporting the Director of Education Policy and Executive Director to provide input into post-secondary-related provincial and national policy consultations, and in implementing advocacy strategies to improve the quality of First Nations Post-Secondary education and training;
- Acting as a liaison between FNESC and IAHLA and coordinating meetings and joint initiatives of both organizations;
- Providing support to IAHLA in advancing the mutual interests of First Nations-mandated adult and post-secondary institutes in BC and activities which support the growth and recognition of the Indigenous institutes sector;
- Supervising and supporting post-secondary area staff and consultants/contractors;
- Establishing performance and productivity standards for PSE and training policy staff and communicating expectations on individual performance evaluations and performance management. Continuously striving to improve operational efficiencies and workflows.

### What We're Looking For:

- **A minimum of a Bachelors' Degree or higher in a relevant field** (Political science, Public Policy, Education, Education Administration, etc.);
- **Minimum of 5 years' experience in Post-Secondary education** or training and a minimum of 2 years' experience working with First Nations and/or First Nations post-secondary students;
- **Minimum of 2 years' experience managing, directing and leading employees;**
- Extensive project management experience including developing, managing and control of budgets;
- A comprehensive understanding of First Nations adult and post-secondary education and First Nations issues in British Columbia. Knowledge of current trends, issues, best practices, philosophy and techniques in Post-Secondary education;
- Knowledge of relevant legislation, regulations and acts pertaining to the education environment.

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](mailto:jobs@fnesc.ca)**