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 jobs@fnesc.ca

Manager, First Nations Languages and Culture Program

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, experienced and organized Manager, First Nations Languages and Culture Program to join our hard-working First Nations Languages and Culture department who work collaboratively and diligently to improve education for all First Nations students in BC.

The Manager, First Nations Languages and Culture Program is responsible for managing a portfolio of First Nations Languages and Culture support services directly related to students, school staff, and community members associated with First Nations schools. This position manages the development, delivery, implementation and evaluation of strategies and programs aimed at increasing the quality of Language and Culture programming throughout BC.

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 $99,674.00 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;
- This is an in-office position based out of our office in West Vancouver but there is the potential for partial work-from-home;
- Career advancement opportunities in a fast-growing organization (approximately 35% 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:

Program Management and Implementation

- Administering funding programs to communities in collaboration with the Director of First Nations Languages and Culture;
- Managing funding allocations, reviewing work plans and reports, and supporting the development of allocation plans with the Director;
- Ensuring completion of funding activities, including final and interim reports, work plans,

and maintaining communication with schools and communities;
- Keeping First Nations communities informed of language and culture funding updates and professional development events;
- Overseeing the First Nations Language Teacher Mentor-Apprentice Program;
- Providing reports and proposals for Board and Subcommittee activities as required;
- Providing data and statistical reports to meet accountability requirements and supporting program expansion.
- Compilation of monthly coaching statistics and supporting workload distribution of coaches;
- Acting as the primary contact for First Nations schools regarding language and culture workplans and grant allocations;
- Support the development and updating of language and culture tools and resources, including those on the FNESC website.

Strategic Project Management & Development
- Supporting the Director with initiatives related to Languages Teacher succession planning.
- Researching best practices in Indigenous language revitalization and preparing reports.
- Collaborating with FNESC staff and affiliated organizations to manage language and culture initiatives.
- Analyzing data and trends for First Nations languages programming in schools to inform practice.
- Building alignment with FNESC mission, vision, values, and strategies.
- Participating in the advocacy and development of Language and Culture programming in collaboration with the Director and senior leadership.

What We're Looking For:

- A minimum of a Bachelor's degree in a relevant field (e.g., education, education administration, project management, business administration, etc.) or equivalent;
- A minimum of three (3) years' experience managing staff;
- Education administration experience, including experience working in the field of First Nations Languages in BC is an asset;
- Strong working knowledge of languages development, and support;
- Experience working with First Nations schools and communities;
- Comprehensive understanding of First Nations in British Columbia; ideally in education
- Strong working knowledge of educational technologies, including proficiency with Windows and MacOS operating systems and associated applications;
- Expertise in language revitalization is an asset;
- Strong research and analytical skills;
- Excellent written and verbal communication skills, with the ability to advocate for culturally based education initiatives.

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.

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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