



SUMAS FIRST NATION

is a progressive organization looking to fill the position of:

Education Coordinator – Maternity leave term position (Internal Posting)

The role of the Education Coordinator is to provide leadership and administrative oversight to the Sumas K-12 support program, and the Post-Secondary Education program. The Education Coordinator assists with the organization and delivery of community and school based events and programs.

Preference will be given to Aboriginal applicants. Please self-identify on your cover letter or resume

DUTIES AND RESPONSIBILITIES:

- Supports the SFN vision for education through effective strategic and operational planning;
- Develops and maintains collaborative relationships with schools, agencies and services related to school aged children and adult students;
- Financial Management: Develops & administers budgets for administered education programs, and ensures financial reporting is accurate, complete, and meets deadlines;
- Administers the K-12 and Post-Secondary funding support programs, including liaising with schools, students and families to offer appropriate assistance to meet students' goals;
- Develops and revises policy as appropriate;
- Administers Member Services program (member distributions, clothing allowance, Imagination Library, etc)
- Acts as a positive role model, and actively encourages positive and healthy lifestyle

QUALIFICATIONS AND EXPERIENCE:

- Formal education and experience related to the position is preferred;
- Demonstrated achievements in an education environment;
- Ability to effectively plan, organize and implement education and/or community programs;
- Excellent verbal & written communication skills;
- High professional and ethical standards;
- Valid Class 5 driver's license (must submit current drivers abstract);
- Completion of Criminal Records checks
- Appropriate combination of education & experience may be considered.

Salary Range: To commensurate with qualifications and experience.

Type of Position: One year term position to cover employee maternity leave, **4 days per week** with competitive benefit package, subject to a 3 month probationary period..

Internal Applications will be accepted until November 13, 2018 at 4:00 pm

Attention: Human Resources

Email: human.resources@sumasfirstnation.com

We appreciate all applicants, however, only those candidates selected for interviews will be contacted.