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[www.saikuz.com](http://www.saikuz.com)

**POSITION:** Education, Training, & Employment Manager  
**HOURS:** Full-time, Temporary  
**REPORTS TO:** General Manager  
**EXPECTED START DATE:** November 9, 2020

The Education, Training, & Employment Manager is responsible for the planning, organization, and management of Saik'uz First Nation's educational and training approaches, as well as for supporting Saik'uz band members seeking employment or wishing to improve their employability. This is a critical role in the Saik'uz Administration that advocates and provides opportunities for and ensures the growth and support of Saik'uz members of all ages and education levels.

This position is intended to cover a temporary leave.

#### **RESPONSIBILITIES:**

- Implementing various education and training programs.
- Understanding the necessities of the education centres and equipping them accordingly.
- Ensuring the rules and policies of Saik'uz First Nation are followed properly.
- Attending administrative meetings.
- Periodically interacting with staff and students to understand progress and necessary requirements.
- Continually research methods and techniques in workplace training and remain up to date on developments within industry.
- Seeking current training methods and best practices to facilitate training.
- Resolving any specific problems and tailor training programs, as necessary.
- Supporting Saik'uz band members in seeking gainful employment.
- Advocating for Saik'uz First Nation in the areas of Education, Training, and Employment.
- Managing the Education, Training, & Employment budgets.
- Preparing and managing reports to the General Manager and other higher authorities.

## **QUALIFICATIONS & SKILLS:**

- A diploma or bachelor's degree Education and Human Resources.
- Proven experience as a manager or coordinator in the field of education, training, or employment.
- Familiarity with traditional and modern training methods (mentoring, e-learning, on-the-job training, etc.)
- Strong writing and record-keeping abilities.
- Experience working with large operational budgets.
- Knowledge of the Saik'uz First Nation community and values.
- Experience, at minimum, as an intermediate user of the internet and software applications such as Microsoft Office, etc.
- A valid BC Driver's License and a reliable vehicle.

## **SPECIAL CONSIDERATIONS:**

- This is a full-time position, 70 hours bi-weekly on a year-round basis. Normal hours are 8:30 am to 4:00 pm or as scheduled but it is expected that the incumbent manages workload and demand to maximize service to Saik'uz First Nation.
- The position does not compensate for overtime; however, compensatory time off for overages of hours of work can be taken with the permission of the General Manager.

Please submit your cover letter and resume to Tracy Appel, General Manager, via e-mail at [general.manager@saikuz.com](mailto:general.manager@saikuz.com) by 4:00 PM on Friday, October 30, 2020.

**We thank everyone for their interest; however, only those selected for an interview will be contacted.**