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Position Information

Position: Education Assistant
Position ID: E-2201
Supervisor: Education Manager
Hours: Full-time, permanent
Wage Range: \$20 - \$25 per hour
Start Date: August 29, 2022

Job Summary

The Education Assistant position is primarily responsible for providing a variety of administrative support services to the Education department including Employment & Training and education support services. The incumbent must provide well-organized administrative support and keep related business transactions and correspondence personal and confidential.

Requirements:

- Performs basic administrative tasks for the Education Department team
- Assists in maintaining Education management systems, either hard copy or electronic as directed
- Transcribes, prepares, and distributes Education department meeting agendas and minutes; schedules meetings as directed
- Work with Saik'uz First Nation members and staff to determine training and development requirements
- Ensuring all post-secondary/trade students understand Saik'uz First Nation education policy and procedures
- Working with parents to improve educational outcomes for students
- Support and counsel Saik'uz First Nation students to select appropriate education programs that fulfil the students' career paths and support community progress and development
- Serve as liaison between Saik'uz First Nation and accredited educational institutions, including School District 91 (SD91) and the Prince George Nechako Aboriginal Employment & Training Association (PGNAETA)
- Maintain regular contact and communication with educators to track trainee and post-secondary students' progress, attendance, and participation: implementing mechanisms to support students' success such as tutoring or student counselling, suspending, or terminating students from post-secondary or training programs as required
- Serve as designate or alternate on education committees as required: attending

meetings to review post secondary and training programs; negotiating training course purchases, as required

- Support Saik'uz First Nation students, youth, and trainees to determine assess and co-ordinate their educational requirements
- Assist with organizing special events (lunches/farewells, graduations, career fairs, etc.
- Applying for all relevant funding proposals to receive funding for training and educational needs
- Coordinating budgets and financial statements for Saik'uz First Nation educational programs
- Planning, organizing, coordinating, and implementing Saik'uz First Nation educational programs per the approved practices, policies, budgets, standards, and guidelines
- Maintains confidentiality on all matters relating to the affairs of Saik'uz First Nation

Qualifications & Skills:

- Administrative Assistant Certificate or Office Assistant Certificate, and/or equivalent experience
- Two years of related work experience
- Knowledge of all relevant legislation related to education
- Knowledge of curriculum and pedagogy
- Must pass Provincial / Child Care Criminal Record Check / Vulnerable Sector Check
- Experience working with First Nations peoples
- Knowledge of the Saik'uz First Nation community and values
- Sound administrative skills
- Strong ability to organize, prioritize, multitask, and manage time
- Excellent interpersonal skills
- Effective oral and written communication skills
- Is proficient or advanced in Microsoft Office programs including Excel, Word, Outlook, and PowerPoint
- A valid BC Driver's License and reliable vehicle

Please submit your cover letter and resume via e-mail to resume@saikuz.com by 4:00 PM on August 19, 2022, with the Position ID in the email subject line.

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