



P: 250.567.9293 | F: 250.567.2998
135 Joseph Street, Vanderhoof, BC, V0J 3A1
www.saikuz.com

POSITION: Education Assistant
HOURS: Full-time

REPORTS TO: Education Manager
START DATE: Immediate

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.

QUALIFICATIONS:

- 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 a reliable vehicle.

DUTIES & RESPONSIBILITIES:

- 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 that 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.
- Assists 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 the Saik'uz First Nation.

Please submit your cover letter and resume to Shawnee Everett, Education, Training, & Employment Manager, via e-mail at education@saikuz.com.

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