



Skwłāx te Secwepemcúlecw Job Posting

Department: Administration

Position: Education Program Coordinator

The Organization:

Skwłāx te Secwepemcúlecw (SteS) is traditionally known as Skwłāx, which translates to Black Bear in Secwépemctsin, the traditional language. SteS has a unique vision and drive; the Band has not only led the way in tourism within the Shuswap, but it has also led the way in economic development. The creation of Quaaout Lodge, Talking Rock Golf, Le7ka Spa, and Little Shuswap Gas Station has helped promote Secwepemc culture, and allowed the SteS people to develop world class accommodation and leisure activities. The governance structure of SteS is unique and forward-looking, divided into four distinct sectors:

Administration	Covering programs and services for Band members
Wellness	Responsible for the overall health and wellness of the community
Territorial Stewardship	Addresses title and rights issues and external government-government relations
Economic Development	Oversees the business operations of the community and works to promote a strong, resilient economy for the community. Strong management and leadership with clear vision and an excellent team of committed employees make up the engine that drives the community forward

The Opportunity - A Day in the life of the Education Program Coordinator:

Under the direction of the Education Director, the Education Program Coordinator will coordinate and implement all training programs specific to proposal requirements. The Education Program Coordinator will act as a liaison and communicate between training institute, instructors, students, and management.

Requirements - What you bring to the organization:

- High School Diploma or higher
- Two (2) years related experience *or an equivalent combination of education and experience*
- Previous experience working in Trades Training
- Strong Administrative Skills;
- Excellent organization skills (prioritizing, time management, record keeping, roll-up, etc.)
- Ability to coordinate logistical functions according to the needs of the Trades Training Programs;
- Familiar with Industry Training Authority regulations an asset
- Knowledgeable with Microsoft 365;
- Experience providing advisory support to both specialists and non-specialists in the trades area.
- Knowledge of grant proposal writing
- Experience or knowledge of working with Indigenous communities an asset



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Specific Duties and Responsibilities (include but not limited to):

- Collaborate with management to monitor training program budgets and schedules;
- Coordinate and implement all training programs specific to proposal requirements;
- Responsible for all training program marketing, recruitment, and registrations;
- Promotes the program workshops, classes and other activities to the target audience.
- Assesses program needs with director and others.
- Sets up classes, workshops, or seminars when appropriate; prepares and processes all related paper-work.
- Coordinates the participation of employees/students in program activities including enrolling.
- Act as Liaison and Communicate between training Institute, Instructors, Students and Management;
- Provide routine program logistics/maintain requirements or activities to ensure quality of programs;
- Monitor program development timelines and communicate status to Education Director;
- Assist in preparing reports and program documentation
- Prepare program confirmation and correspondence
- Enter data into systems
- Manage Budgets according to the Project Proposal expenditures;
- Professional working relationship with outside SteS agencies and education partnerships;
- Monitor ITA regulations, determine impact changes to regulations and support implementation of compliance programs for students;
- Ensure program and student files are kept up to date;
- Work flexible hours within the parameters of the training programs

Application Deadline:

Open until filled.

Preference may be given to applicants of Indigenous Ancestry. If you possess the necessary qualifications and skills, please forward your cover letter and resume:

Email: hr@slsb.ca
Fax: 250-679-3220
In Person: Little Shuswap Lake Band Office
1886 Little Shuswap Lake Road
Chase, BC
V0E 1M2

NOTE: While we thank you for your interest in Skwłāx te Secwepemcúlecw, we will only be contacting the short-listed candidates. We are an Equal Employment Opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, creed, age, sex, gender, sexual orientation, national origin, religion, marital status, medical condition, physical or mental disability, military service, pregnancy, childbirth and related medical conditions or any other classification protected by federal, provincial, and local laws and ordinances. Reasonable accommodation is available for qualified individuals with disabilities, upon request. This Equal Employment Opportunity policy applies to all practices relating to recruitment and hiring, compensation, benefits, discipline, transfer, termination and all other terms and conditions of employment. While management is primarily responsible for seeing that equal employment opportunity policies are implemented, you share in the responsibility for assuring that, by your personal actions, the policies are effective.