



Box 2200
Lillooet, B.C.
V0K 1V0

Ph: (250) 256-4204

Fax: (250) 256-4058

EXTERNAL JOB POSTING

Position: Education Coordinator

To provide Educational support to Ts'kw'aylaxw First Nation, Coordinate activities, services and programs related to Ts'kw'aylaxw First Nation Education.

EDUCATION:

- Maintain a nominal roll of Ts'kw'aylaxw First Nation Students
- Attend Meetings as required and submit monthly reports to Administration
- Prepare the Education Department annual budget and ensure the budget is adhere to
- Coordinate workshops which would benefit the students
- Post-Secondary Diploma (Prefer in Business or Public Administration)
- OR an equivalent combination of post-secondary education and directly related experience
- Proposal writing experience an asset
- Must have Grade 12 or equivalent

QUAILIFICATIONS:

- Have excellent oral and written communication skills
- Proficiency in computers
- Excellent / good report writing skills
- Good working knowledge of a financial operation system, Xyntax an asset
- Personal skills to include patience, ability to maintain confidentiality, team player
- Excellent / good interpersonal and people skills
- Demonstrated leadership and management skills
- Ability to organize, prioritize and manage workload
- Exceptional integrity and professionalism
- Ability to develop policies and procedures
- Good mediation and conflict management skills
- Criminal Records Check and Valid Class 5 Drivers License and own transportation

Please Forward Cover Letter and Resume with any applicable attachments:

Thank you to all who apply; however only those shortlisted for an interview will be contacted

Closing Date: Until Filled

Mail: Ts'kw'aylaxw First Nation
PO Box 2200
Lillooet BC, V0K 1V0

Fax: (250) 256 - 4058

Email: reception@tskwaylaxw.com