



Employment Opportunity

Education Manager

The Tla'amin Nation is a modern, forward thinking, self-governing nation located on the beautiful upper Sunshine Coast (qathet Region).

Position Summary

Job Type: Full-time, permanent
Reporting to: Director of Community Services
Department: Education

The Education Manager will manage, develop, implement, and evaluate programs, services, and strategies that will benefit Tla'amin Nation learners of all ages. The Education Manager will actively explore and evaluate opportunities to best suit the education and training needs of the Tla'amin people.

Key Responsibilities

Performs all duties and responsibilities in accordance with Tla'amin policies, standards, practices and procedures as directed by the Director of Community Services. Maintains confidentiality as required pertaining to members, clients, students, employees and general matters of the Nation.

Education Program Management

- Provide leadership, direction and support in the development of Tla'amin Nation's Education programs from early child education through adult learning. Ensure that education programs meet the needs of Tla'amin Nation and citizens.
- Recommend program plans and oversees the management of approved programs.
- Liaise, and work cooperatively with internal and external stakeholders to develop education and training programs that will promote the Tla'amin culture, language, and heritage.
- Lead and oversee Tla'amin Nation's educational resources and infrastructure.
- Lead and provide support to Chi Chuy Daycare and Preschool and the Ahms Tah Ow School. Build a collaborative team, structures, and processes that support learning for both students and staff.
- Engage in policy work to ensure Tla'amin Nation strategic goals and programs align with funding agreements, and relationships with external partners.
- Facilitate the creation of goals and objectives for individual education program and service areas. Assist in developing strategies to achieve these goals.
- Monitor the management of Education programs and implements changes as required, and in consultation with the Director of Community Services.
- Manage the development and implementation of effective communication regarding programs and services. Promotes community involvement and engages community in determining program and service needs and evaluating effectiveness and satisfaction.
- Establish and build relationships with partners and external organizations (e.g. government agencies, school district, FNEsc etc.)

Education Department Management

- In collaboration with the Director, Community Services, recruits new employees as required and ensures effective orientation and training for new staff.
- Ensure effective communication and ensure employee roles and responsibilities are clearly defined and understood.
- Develop annual department work plan in accordance with funding agreements and alignment with Tla'amin's strategic plan.
- Manage employee performance and development including day-to-day coaching, performance planning and review, employee training and development, performance improvement plans and corrective action as required.
- Ensure employees have the tools and training to carry out their duties.

Administration

- In collaboration with the Director, Community Services, develops the annual Education budget. Monitor budgetary income and expenditures and report actuals and variances to the Director of Community Services on a regular basis (monthly/bimonthly) ensuring that all programs and services operate within approved budget.
- Delegate, monitor and/or complete appropriate reporting to funders and other as required.
- Through the Director, Community Services, keep the legislature updated on Education programs and services.

Other related duties as assigned.

Qualifications

Training, Education, Experience

- Master's degree in Education from a recognized Canadian post-secondary program combined with a minimum of 5 years of experience working within education, with progressive responsibilities and portfolios. Or equivalent combination of education and experience.
- Experience developing and implementing education program and policies including working with Indigenous education curriculums.
- Experience managing the work of others.
- Experience working with or within an Indigenous community
- Acceptable Police Information Check with vulnerable sector screen
- Valid B.C. Class 5 Driver's License and acceptable driver's abstract
- Fully vaccinated against COVID-19.

Knowledge, Skills, Abilities

- Strong knowledge of education programs from early childhood through adult learning.
- Knowledge of Tla'amin cultural protocols/practices.
- Excellent analysis, problem solving and decision making skills.
- Ability to effectively communicate goals, policies, and education and training material with experience facilitating planning and discussion amongst diverse audiences.
- Strong project management and organizational skills.
- Well-developed communication and interpersonal skills and the ability to build strong relationships. with members, partner agencies, students, parents, co-workers etc.
- Excellent writing skills including report writing.

- Ability to lead and motivate a staff team with diverse backgrounds and needs.
- Able to work independently with minimal day-to-day supervision as well as working within a collaborative team framework.
- Intermediate computer skills including MS Office.

Working Conditions

Work is performed primarily in an office environment. Occasional travel to attend meetings or training is required. Ability to work outside of regular business hours from time to time as required.

How to Apply

Please apply by sending your resume and cover letter by email to: Jessie Peters, HR Manager at jobs@tn-bc.ca noting "Education Manager" in the subject heading of your e-mail or drop-off/mail to Tla'amin Nation, 4779 Klahanie Rd, Powell River, BC, V8A 0C4

Closing Date: February 15, 2022

We thank all applicants for their interest, however only those shortlisted will be contacted.