



CAREER OPPORTUNITY

EDUCATION DIRECTOR

Reports to:	Chief Executive Officer
Term:	Full Time (35 hrs. week), Permanent
Start Date:	As soon as a suitable candidate is found
Remuneration:	Salary will commensurate with Qualifications and Experience

Bonaparte First Nation (BFN), is a member band of the Shuswap Nation Tribal Council of the Secwepemc (Shuswap) people. The Nation is located west of Cache Creek on about 1,878 hectares of land. The Nation is separated into nine (9) sections and has a membership of about 970.

The Nation's main community is on the Bonaparte Indian Reserve No. 3 comprising 704 hectares, with 72 homes on-reserve, home for approximately 250 of our community members.

JOB PURPOSE

The Education Director oversees the Bonaparte First Nation Education Department and the *St'uxwtéws Training Institute*, liaising with educators, students, parents, and education committee members. The Education Director plans and organizes the administration of student support funds, provides guidance, education and employment counselling services, and prepares and submits proposals for training to enhance community member opportunities and works to provide services for all students of all ages to achieve their goals. The Education Director works with community members, administration, and related agencies to identify employment training needs in the community and plans and implements employment training programs.

QUALIFICATIONS

EDUCATION

- Possess an Associate Degree, or Undergraduate University Degree in education, public administration, business administration, Indigenous Studies or a related field.
- Facilitation Skills or a Teaching Certificate would be an asset.

KNOWLEDGE REQUIREMENTS

- Knowledge of the Bonaparte First Nation culture and traditions.
- The ability to speak or understand the language would be an asset.
- Knowledgeable of federal and provincial legislation, regulations and programs as they relate to First Nation Education operations (Early Learning to Post-Secondary) and First Nations student learning needs (including education planning, students support and wrap around services).
- Knowledgeable of and experience in the delivery of educational programs and service requirements for First Nations students (Indigenous Services Canada, ASSETS, Ministry of Education and Ministry of Advanced Education, Skills and Training).
- Knowledgeable of relevant Master Tuition Agreements (Local Education Agreements) and experienced in working with provincial education authorities in area of First Nations students' learning success.
- Knowledgeable of and experience in utilizing project management and proposal writing techniques.

Bonaparte First Nation

2689A Sage Hill Rd., Hwy 97N, Box 669 Cache Creek, BC V0K 1H0
Tel: (250) 457-9624 Fax: (250) 457-9550



- Knowledgeable of the discipline of organizational behaviour.
- Knowledgeable of and experience in community development and strategic planning activities.
- Knowledgeable of Advocacy and Presentation Skills.

SKILLS/ABILITIES

- Must be self-directed and able to work as part of a multi-disciplinary team.
- Wide variety of knowledge relating to computer applications and functions.
- Excellent leadership and oral and written communication skills.
- Developed interpersonal skills and ability to effectively work with management, employees and community members.
- Good analytical, problem-solving, and conflict resolution skills.
- Be able to work overtime to meet deadlines and the demands of emergency situations.
- A good understanding of Office administration, record keeping and policy development.
- A good understanding of reporting procedures.
- A good understanding of budgeting and basic accounting procedures or willing to learn.
- A strong understanding of project management and proposal writing skills.
- Ability to work independently and within a team environment.

OTHER REQUIREMENTS

- Must have reliable vehicle and hold a valid B.C. driver's license.
- Must pass criminal record check and vulnerable persons check.
- Strong Leadership skills.

WORKSITE LOCATION

The position will be based out of the head office of Bonaparte Indian Band.
2689A Sage Hill Rd., Hwy 97N, Box 669 Cache Creek, BC V0K 1H0

Detailed Position Description will be provided to shortlisted candidates

CLOSING DATE: July 2, 2021 at 4:00 pm

TO APPLY: Submit resume with references to:

Human Resources

St'uxwtéws | Bonaparte First Nations

EMAIL: payroll2@bonaparte.band

**** only those candidates shortlisted for an interview will be contacted**