



## kʷikʷə́ləm Kwikwetlem First Nation

### About kʷikʷə́ləm (Kwikwetlem) First Nation

kʷikʷə́ləm First Nation are a distinct BC First Nation whose traditional territory centers on the Coquitlam River Watershed and the surrounding areas. kʷikʷə́ləm draw our name “Red Fish Up the River” from a run of sockeye salmon that once flourished in the Coquitlam River and Coquitlam Lake prior to the construction of the Coquitlam Dam. Our name reflects the strong connection our people have always had to our lands, and the river and lake at the heart of our traditional territory. The traditional language of the kʷikʷə́ləm people is hə́hə́mihə́m. Our people descended from Elders who were renowned as spirit and winter dancers, skilled canoe builders and master sturgeon and salmon fishers. The Nation is committed to building a strong, self-governing Nation which honors our rich culture, language and history and is based on ancient Coast Salish laws and protocols. Today, as in the past, we are guided by our teachings of our ancestors to be stewards and guardians of our lands and water for past, present, and future generations.

### JOB SUMMARY

Kwikwetlem First Nation (KFN) is looking for a skilled Education Program Coordinator. Reporting to the Director of Community Services, the Coordinator supports the daily operations of the Education Program, which includes providing support and guidance to: K-12 and post-secondary students; and community members seeking skills development, training and employment. The Coordinator is responsible for: the Indigenous Services Canada (ISC) funding for post-secondary and K-12 education (nominal role) support programs; providing support and direction to the Indigenous Infant Child Development (IICD) program consultant; and assists clients through referral to the appropriate skills development agencies (ACCESS, SASET or WorkBC) to achieve short-term certificate training and employment.

### DUTIES AND RESPONSIBILITIES

- Provides advice and guidance to KFN community members around career choices and education planning.
- Provides support and direction to the Indigenous Infant Child Development (IICD) program staff
- Arranges tours of: PSE institutions for grade 11-12 students; and K-12 schools for new students.
- Be the primary expert on KFN Post-Secondary Education (PSE) policy standards, practices, and procedures.
- Ensures that KFN K-12/PSE education programs adhere to Indigenous Service Canada (ISC) National program guidelines.
- Refers clients to appropriate skills development agencies and coordinates short-term certificate training, and transports community members to external career fairs.
- Connects K-12 and post-secondary students with Indigenous Student Liaison staff at educational institution.
- Plans and coordinates the annual KFN Education Awards and Ceremony (K-12/PSE).



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- Plans and coordinates Career and Skills Development Fairs for KFN community members.

**Funding Agreements**

- Assists with funding reports (ISC, FNESEC, School District 43, etc.) by providing data and input.
- Monitors the PSE budget for tuition, mandatory fees, books and student living allowance.
- Research additional funding/grant streams and draft proposals/grant applications to support the education program.
- Research bursaries and scholarships and assist students and community members in applying for funding.
- Assist in the application process for annual summer student work program funding (SASET, WorkBC or FNESEC).

**School District 43 (SD43)**

- Build relationships with SD43 school principals, Indigenous principals, and Indigenous support workers.
- Attends school district meetings to ensure KFN student needs are reflected in Local Education Agreements (LEA).
- Attends external graduation ceremonies for K-12 students and PSE students within the lower mainland.
- Build relationships in SD43 schools to ensure that they are welcoming and supportive of Indigenous children and families.
- Other duties or responsibilities as assigned by the Director.

**KNOWLEDGE AND SKILLS**

- Certificate, diploma or degree (or working towards) in a related field of study.
- 3-5 years of related work experience in First Nations education.
- Proficient with Microsoft Office.
- Well-developed interpersonal and communication skills, both oral and written.
- Flexibility and the ability to handle a diverse and complex workload.
- Excellent problem-solving skills and the ability to work under pressure and manage conflict effectively.
- Ability to work independently with minimal day-to-day supervision.
- Demonstrated respect for Indigenous culture, traditions and protocols.



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**OTHER REQUIREMENTS**

- Satisfactory Criminal Record Check (vulnerable sector).
- Full Class 5 Driver's License with a clean driver's abstract and access to personal vehicle.
- A willingness to work flexible hours, including evenings and weekends.
- Completion of and possession of valid CPR and First Aid Certificate an asset.

- **About the Rewards**

After successfully completing the first three months of employment, you will be eligible for a comprehensive employee benefits package that includes:

- Extended Health, Dental, Vision benefits, Short-Term, Long-Term, and Life Insurance
- Family and Employee Assistance Program
- Registered Pension plan with an employer match

This is a great opportunity to contribute at an exciting time of growth and change within the Kwikwetlem Nation, and to be a part of a team that creates a place that supports growth and promotes the values of the Kwikwetlem people. If this opportunity matches your values, education, and experience, please send a cover letter indicating your salary expectations and a resume to [hr@kwikwetlem.com](mailto:hr@kwikwetlem.com)

We thank all applicants for their interest, however only short-listed candidates will be contacted.