

Williams Lake Indian Band – Employment Opportunity
Senior Education Manager



Job Summary

The Senior Education Manager is accountable for the successful operations of the Education program according to the organization's vision, objectives, and strategic direction. This position is responsible for the efficient operations of all daycare, elementary, secondary, post secondary education and radio station matters and is an advocate for education in the community. Possessing excellent communication and management skills, the Senior Education Manager builds effective working relationships with community groups, funding agencies and other external contacts, and has a clear, results oriented focus on community development.

Duties and Responsibilities

Program Management:

1. Develops an operational plan which incorporates goals and objectives for programs and services aligned with the strategic direction, including program delivery and evaluation
2. Manages the day-to-day operations of various educational programs such as the Head Start Program, Elementary/Secondary and Post Secondary education programs, Post Secondary Educational Assistance Program (PSEAP), and evaluates these programs
3. Coordinates post-secondary student programs including reviewing applications for consideration, creating sponsorship and follow-up letters
4. Manages education agreements between governing bodies and School Districts
5. Liaises with education institutions to advocate for students to have access to all program information

Human Resources and Administration:

1. Oversees and supervises all program staff; coordinates and participates in the recruitment of staff.
2. Responsible for the orientation, performance review and development of staff
3. Manages team performance by setting expectations and regularly reviews performance with staff; acts as coach and mentor to address performance issues; Ensures employee compliance with Band policies and procedures

Finance / Reporting:

1. Ensures all education funds are authorized and properly accounted for
2. Prepares and monitors budgets; provides appropriate funding to eligible students and tracks payments
3. Ensures regular reporting to appropriate agencies, most importantly completing financial reporting for respective government funding bodies
4. Writes proposals to secure funding or develop programs
5. Manages the preparation and submission of program reports, recommendations for program improvements and program evaluations

Education:

- Degree or Diploma in Education or Business Administration or related studies

Skills and Abilities:

- Ability to work independently and build effective interpersonal relationships
- Ability to organize, prioritize and manage concurrent projects and deadlines
- Understanding of legislation on Labour Code, Occupational Health and Safety, Privacy and Human Rights, as well as requirements for AANDC
- Proficiency in the use of computer programs for word processing, databases, spreadsheets, email and the internet, to the intermediate level (capable of using a large number of functions and feel confident using the program)
- Demonstrated knowledge of Education Programs, government and school regulations, and daycare regulations
- Understanding of First Nations needs, issues and concerns

Experience:

- Three to five years education, business and/or management experience
- Experience supervising and managing staff
- Experience in the development of curriculum, proposals for funding, program assessment, and financial management

Conditions of Employment

- Must be able to obtain and maintain a Criminal Records Check
- Must be able to obtain and maintain a valid BC Driver's Licence
- Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements OR access to company vehicle is provided and requires a valid Driver's Licence

Forward cover letter & resume along with 3 references by 4:00pm on December 31, 2017 to:

By Mail:

Williams Lake Indian Band
2672 Indian Drive
Williams Lake, BC V2G 5K9 / *Attention:* Marg Shelley

By Email: please forward to cynthia.dick@williamslakeband.ca / *Attention:* Marg Shelley