



Uchucklesaht

# Uchucklesaht Tribe Government Job Posting

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Position: **Education Coordinator**

Location: Port Alberni, B.C.

The Human Services Department currently has an opportunity for a full-time **Education Coordinator** to become part of a growing team to support the development of programs and services to support the children, families and individuals who are members of the Uchucklesaht Tribe in pursuing their education and career aspirations.

**This position provides opportunities to:**

- Provide leadership and administrative oversight to the K-12 support program and the Post Secondary Education program.
- Organize and deliver community education events and programs.
- Liaise with students and families to offer appropriate assistance to meet students' goals.
- Develop and maintain relationships with schools, institutions, agencies and services related to school aged children and adult students
- Identify trades and vocational training opportunities.
- Administer budgets and ensure financial reporting is accurate, complete and meets deadlines.

**Required Qualifications:**

- Post secondary education in the area of education, and/or equivalent experience.
- 3-5 years of related work experience, preferably in an aboriginal setting.
- Demonstrated achievements in an educational setting.
- Valid Driver's license.
- Successful background checks, including, vulnerable sector criminal record check, employment verification, reference checks, and education/credential verification.

*Interested applicants are strongly encouraged to obtain a copy of the complete job description by contacting Lysa Ray, Executive Assistant, at [lysa.ray@uchucklesaht.ca](mailto:lysa.ray@uchucklesaht.ca)*

*A copy of the position job description is available at <https://www.uchucklesaht.ca>*

Uchucklesaht Tribe Government offers competitive wage and benefits package commensurate with qualifications and experience.

Please submit a resume and cover letter no later than **4:30 pm on Wednesday March 31:**

Attention: Lysa Ray, Executive Assistant

In person/by mail: 5251 Argyle Street, Port Alberni, B.C. V9Y 1V1

Emailed to: [Lysa.Ray@Uchucklesaht.ca](mailto:Lysa.Ray@Uchucklesaht.ca) (MS Word or PDF documents)

*We thank you for your interest, however, only candidates selected for an interview will be contacted.*