



Songhees Nation Job Posting

JOB TITLE:	Program Coordinator		
Reports to:	Director of Education Services	Salary Scale:	TBD by experience
Department:	Education	Deadline:	March 22, 2021

POSITION SUMMARY:

The Songhees Nation offers an exciting and rewarding opportunity for a Program Coordinator to manage its Songhees learning Centre (SLC), a student-based learning facility for aboriginal adults seeking computer training, Essential Skills and skills for living and employment.

- 32.5 hour work week
- Eligible for benefits after 3 months

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Facilitate and participate in collaborative meetings to research and plan projects
- Ability to multi-task and prioritize work according to deadlines
- Strong people skills in the areas of supporting clients/building relationships
- Develop funding proposals, create and monitor budget, produce cheque requisitions
- Responsible for interim and final reports for various funding agencies (narrative and financial) and create amendments as necessary with careful attention to detail and deadlines
- Work collaboratively with Songhees staff in payroll, accounting and social development
- Coordination and ordering of office supplies
- Responsible with Assistant to create and distribute SLC marketing materials
- With Assistant, will perform student intake, orientation, paperwork and client file maintenance
- Facilitate workshops/provide instruction on life and employment-related skills to enhance students esteem and independence/self-sustainability
- Responsible for purchase: bus tickets, work-related clothing, identifications; also, problem-solving/ assisting students answering phones and emails
- Experience in managing a caseload and providing service to students/clients
- Liaise with other department staff, program partners, agencies on behalf of the students with strong community knowledge to provide referrals
- Ability to plan, schedule guest speakers, program workshops or field trips
- Strong computer skills required in Microsoft, Excel, Word, Outlook, and internet searches, ability to work online, facilitate online meetings/events
- Must have excellent verbal and written communication skills
- Must be knowledgeable about policies for Employment Insurance eligibility and Income Assistance
- Demonstrate familiarity with Songhees and Coast Salish people and protocol
- Provide a safe, healthy, and fun learning and working environment for students and staff alike
- Valid Driver's License and vehicle necessary

REQUIRED EDUCATION AND EXPERIENCE:

- Degree in Education services, Humanities, Sociology or other related field an asset
- 2 years of relevant/direct program experience related to this position is a definite asset

WORK CONDITIONS:

- Office; and standard office equipment
- Occasional travel to attend meetings.

Positions in the Education Department are considered positions of trust; therefore, a Criminal Record Check will be conducted on all proposed employees.

Please send resumes to: Felicity Peters, Human Resource Manager

Songhees Nation Phone 250-386-1043 ext.114 Email: Felicity.peters@songheesnation.com