

**Position: Adult Education Coordinator**

Permanent Full-time - School Term Position  
Employment & Training Department, North Vancouver, BC  
Posted: January 18, 2012 Posting Closes: February 9, 2012



**Human Resources**  
**SQUAMISH NATION**  
Chen Chen Stway Human Resources

Reporting to Department Head, Employment & Training, this position is the main liaison between school board staff and Employment & Training staff. The incumbent will be responsible for providing 1) administrative support to the teacher and training facilitator and 2) student support and assistance in the classroom. This position upholds the department's holistic mission statement in the classroom and ensures a safe and healthy classroom environment.

**Typical Duties & Responsibilities:**

- Supports the implementation and delivery of adult program.
- Provides assistance and support to students in classroom. Conducts student counselling.
- Provides administrative support. Establishes and adheres to timetable.
- Instructs Squamish language and culture classes.
- Evaluates students and provides reports.
- Conducts client assessments.
- Assists students with job readiness skills.
- Provides support for delivery of Arrow Might and Plato Essential Skills programs.
- Adheres to workplace health & safety policies, safe work practices and procedures.
- Participates as a member of Employment & Training Team.

**Education, Level of Experience & Hiring Requirements:**

- Certificate or Diploma from a recognized post-secondary institution specializing in education, office administration or relevant/related field.
- Plus Certificate and Three (3) to Seven (7) years directly-related experience in the majority of specialties listed in the job description including experience in a teaching/counselling capacity, including classroom management, curriculum development, student support, etc. **OR** Diploma plus Three (3) to Five (5) years of directly-related experience as listed above.
- As career progresses, incumbent will be required to successfully complete job-required, short-term upgrading, training and courses relating to classroom management, curriculum development, First Nation's education studies, Squamish Nation language and culture, software applications, etc.
- Experience as an intermediate user of the Internet and Microsoft Office Applications – Outlook (Email), Word, Excel, etc.
- Working experience with a large scale computerized database system. Experience with JD Edwards is an asset.
- Training and experience in use of PLATO and Arrow MIGHT learning systems is an asset.
- Knowledge of Squamish language (Skwxwú7mesh Snichim) and culture is required.
- Previous experience working in a First Nations Community (particularly Squamish) is preferred.
- Must be able to work evenings and weekends as required.
- Must be willing to travel as required.
- Must have a valid BC Driver's License Class 4. Class 5 may be considered and must be willing to obtain Class 4 within set timeframe.
- Must have a reliable vehicle and current auto insurance.
- Certificate in CPR and Level 1 Emergency First Aid – Industry.
- Must provide a valid Criminal Records Check.
- Grade 12 plus 6 - 10 years may substitute for above education and experience.  
*A combination of education and relevant work experience may be considered for above education and experience.*

**Salary:** As per Squamish Nation Performance & Compensation Strategy.

**Send Application To:** Stephanie Nahanee  
Human Resources  
336 West 4<sup>th</sup> Street  
North Vancouver, BC  
V7M 1J1

**Or Email:** [hr@squamish.net](mailto:hr@squamish.net)

<p align="center"><b><u>Application Must Include:</u></b></p> <ul style="list-style-type: none"> <li>➤ Cover Letter <b>&amp;</b> Resume</li> <li>➤ 3 letters of reference <u>from direct supervisors</u></li> <li>➤ Official copies of school records</li> </ul> <p align="center"><b><u>No faxes will be accepted</u></b></p>
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**ONLY APPLICANTS WITH RELEVANT TRAINING & EXPERIENCE WILL BE CONTACTED FOR AN INTERVIEW**