



huu ay aht

ANCIENT SPIRIT, MODERN MIND

Position: Education Coordinator

Location: Port Alberni Government Office

Salary Range: is based on education and experience

Authority Relationship: Education, Training and Employment Manager

Application Requirements: Cover Letter & Resume

Job Summary: Working with HFN citizens to support, facilitate and achieve successful secondary and post-secondary education outcomes, including primary, intermediate and secondary school, Adult Basic Education, Employment and Skills Training, Trades, College Certificates and Diplomas, and University degrees. Supporting the Education, Training and Employment Manager in the implementation of our education and training programs.

Job Duties:

- Supports the Education, Training and Employment Manager to develop and maintain education initiatives to manage the ongoing growth and development of Huu-ay-aht education and cultural values throughout all segments of the population, with particular focus on grades K-12.
- Works with the Education, Training and Employment Manager to develop and implement strategies to remove barriers to education for HFN youth and citizens.
- Supports the administration of HFN's education programs, particularly for grades K-12 (attendance, school supply and scholarship recognition programs).
- Collaborates and works in partnership with School District 70 (Pacific Rim) to encourage youth to pursue opportunities.
- Work with the Indigenous Education Team in SD70 (Pacific Rim) for the success of our Huu-ay-aht students.
- Provides outreach to Huu-ay-aht students, wherever they may attend school, and works with caregivers, school administrators and education teams to identify supports that students may require for success (e.g. tutors, recreation opportunities, counselling, computer hardware/software).
- Support educators at the Bamfield Community School with incorporating Huu-ay-aht language and cultural lessons within the curriculum.
- Provides career counseling for students as needed.
- Facilitates tutoring for students as required.
- Facilitates student work experience programs.

Operational Requirements:

- Valid class 5 driver's license.
- Some travel, including overnight and/or weekends.
- Willingness and ability to work overtime, including evenings and weekends.
- Successful background checks, reference checks, and education/credential verification.

Education and Experience Requirements:

Office: Anacla Government Office, 170 Nookemus Road, Anacla, B.C., V0R 1B0

Phone: 1.888.644.4555/ 250.728.3414 Fax: 250.728.1222

Mail: Port Alberni Government Office, 4644 Adelaide Street, Port Alberni, B.C., V9Y 6N4 Phone: 250.723.0100 Fax: 250.723.4646



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- Demonstrated ability and experience in upholding the HFN organizational Values: *Professionalism, Respect, Health, Effective Communication, Trust, Support.*
- Post-secondary experience in education or related field preferred.
- Experience working in a First Nations environment preferred
- Excellent oral and written communication and presentation skills.
- Excellent organization and problem-solving skills.
- Computer skills including MS Office Suite, Teams and Zoom.
- Ability to promote a performance-focused environment in alignment with the HFN's values, culture and business goals.

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your cover letter & resume to HR@huuayaht.org, by fax 250-728-1222 or mail att: Human Resources Manager, 4644 Adelaide St., Port Alberni, B.C., V9Y 6N4. Please quote Education Coordinator **Closing date** for this position is **May 20, 2022, at 4:00 p.m.**

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Vision - *The Huu-ay-aht envision a strong, self-governing, and self-reliant Nation. Iisaak will guide us as we work together to foster a safe, healthy, and sustainable community; where our culture, language, spirituality, and economy flourish for all.*

Mission - *As a leader among First Nations, the Huu-ay-aht First Nations will create certainty for its community, generate wealth for financial independence, provide economic opportunities, deliver social, cultural and recreational programs for all Huu-ay-aht.*

Huu-ay-aht First Nations Values

PROFESSIONALISM

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself, and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

RESPECT

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and do not judge
- Basic Etiquette – remember the common courtesies, kindness & compassion
- Iisaak
- Observe protocol and ceremony

HEALTH

- A healthy body, mind and soul through proper diet, sleep, and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh
- Care about each other, ask questions and follow up

- Be appreciative of one another and the work we do

EFFECTIVE COMMUNICATION

- Think twice, speak once
- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

Trust

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, do not harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or are not doing
- Be happy and enjoy your work life

SUPPORT

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Do not gossip; stop gossip when it occurs
- Clarify and seek feedback from each other