



# Tsideldel First Nation



Tsideldel First Nation is looking to fill the position of **Interim Education Coordinator**, under the direction of the Chief Administrative Officer. This position will be located at our Chilanko Forks, BC office.

The Education Coordinator provides education coordination to support the organizational development and learning department. This individual will track, document and report on training and education programs and initiatives. The Education Coordinator will ensure all organization and client educational requirements and needs are identified and met through continuous research and the maintenance of an accurate and up-to-date inventory of all educational offerings both internally and externally. The Education Coordinator will serve as a central point of contact for Educational and Organizational Development questions and concerns. Ensure services are carried out in a culturally appropriate manner which reflects the values and beliefs of Tsideldel First Nation.

The Interim Education Coordinator must possess the following skills and abilities:

- ability to deal with people sensitively, tactfully, diplomatically, and professionally at all times
- effective written and verbal communication
- have a proven track record of maintaining strict confidentiality
- organized and be able to work independently

Wage Range: \$25.00 – 27.00 per hour

Term: Until incumbent returns

Duration and Hours: 35 Hours per week

Deadline: Until the position is filled

To apply for this opportunity, qualified applicants should submit a cover letter and resumé to Sherry Westgarde Hepper at the email address listed below:

Sherry Westgarde Hepper, Executive Administrative Support Lead, Tsideldel First Nation

Email: [execassistant@tsideldel.org](mailto:execassistant@tsideldel.org)

Since this position is engaged primarily in serving the interests of Aboriginal people, Tsideldel First Nation shall give preference to Aboriginal people who possess the requisite skill sets and experience.

We sincerely appreciate all applicants for their application, however, only those selected for an interview will be contacted.