



First Nations Technology Council

Leading the Advancement of Digital Technologies in First Nations Communities.

Program Coordinator, Skills Division

The First Nations Technology Council is seeking an experienced program coordinator with experience in classroom and online learning environments. The Skills Division Coordinator plays a leadership role in recruiting, enrolling, and supporting participants in the Technology Council's broad range of digital technology learning and capacity building programs. The successful candidate will have strong organizational, administrative, data management, and communications skills and experience.

The successful candidate will have strong organizational, program management, contractor supervision, planning, and communications skills and experience.

Primary Duties

Reporting to the Manager of Program Delivery, the Skills Division Coordinator:

- Takes the lead role, supported by the Manager, Program Delivery, in recruiting, registering, qualifying, and placing candidates within the Technology Council's digital technology learning and capacity building programs
- Oversees the operation of all aspects of Foundations application process including forms, assessments, registration, student cards and transportation and communicates with post-secondary registrar.
- Serves as the first point of contact to support and assist program participants in resolving any personal and academic issues and concerns that may arise
- Takes the lead role in the coordination of training logistics including location, dates, staffing, supports and materials and is available as point of contact for delivery partners
- Oversees the development and management of participant learning plans including documentation, participant advancement and administration of support funds
- Supports the Manager, Program Delivery in the preparation of project reports for Technology Council stakeholders including quarterly reports to funders
- Oversees the distribution of approved students supports according to payment schedule for each student.

The First Nations Technology Council is an Indigenous-led organization that serves all 203 First Nations communities across British Columbia, working to ensure that Indigenous peoples have full and equitable access to the tools, training and support to maximize the opportunities presented by technology and innovation.

The Technology Council sees the strengthening of local Indigenous economies and the empowering of Indigenous innovators as contributing to Indigenous self-determination and nationhood.



In 2016 the Technology Council achieved a notable level of visibility and success in gaining support for a comprehensive provincial strategy that will advance access and use of technology. With new resources and a powerful network, the Technology Council needs talented minds to join the movement and contribute to some of the most exciting and important years in the advancement of First Nations technology and innovation.



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Skills and Abilities

- Working collaboratively with external partners and third-party organizations to achieve planned project and program outcomes, on time and on budget
- Demonstrates leadership, enthusiasm, appreciation, and respect when engaging formally and informally with all team members, instructors, program participants, contractors, and external stakeholders.
- Demonstrated commitment to Indigenous cultural safety when working with Indigenous learners, staff, and other stakeholders.
- Ability to exercise sound judgment and prioritization, including ability to manage multiple competing priorities.

Requirements:

- A university degree or accredited college diploma in a relevant field (e.g. education, public administration) and/or relevant experience
- 3+ years' experience and success in leading educational or Indigenous program environments Demonstrated experience participating in instructional program delivery to diverse student populations
- An ability to manage, balance and prioritize multiple competing demands
- A proficiency with MS Office applications
- Excellent interpersonal and communication skills, both verbal and written
- Facilitation, consensus building and interpersonal engagement skills
- A valid drivers' license and the willingness and availability to travel throughout B.C
- An ability to work at the First Nations Technology Council offices in the B.C. Lower Mainland
- • Sound knowledge of Indigenous communities, cultures, traditions and practices in BC

Supervision

- This position reports directly to the Manager, Program Delivery

Location

- This position is located at the First Nations Technology Council headquarters on Squamish Nation land in North Vancouver, B.C.

Apply by:

Friday, May 03



1-888-921-9939
1-604-921-9939



info@technologycouncil.ca



www.technologycouncil.ca



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How to Apply

Applicants identifying as Indigenous to North America are strongly encouraged to apply. We thank all applicants for applying. All applications will be treated with strict confidentiality.

To apply, send a current resume or CV and a cover letter explaining your interest by May 03, 2019 to:

jobs@technologycouncil.ca

Please use subject line: Program Coordinator,
Skills Division



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