



GITXAALA NATION

PO Box 149 11 Ocean Drive Kitkatla, BC V0V 1C0 Phone 250.848.2214 Fax 250.848.2238

JOB POSTING – DIRECTOR OF EDUCATION TRAINING & EMPLOYMENT

Gitxaala Nation has an opening for the position of Director of Education Training & Employment (DETE). The DETE will be responsible for the overall planning, operations and performance of the Nation's adult training and employment centres namely the Continuous Learning Centres (CLC) in Prince Rupert and

Lach Klan and the Post Secondary Education Program. The successful candidate will be responsible for the implementation of the Nation's Education Training and Employment (ETE) Plan(s).

Reporting to the Nation Administrator, The DETE will implement policies governing the supervision of all personnel, buildings and programs.

The DETE will oversee operations, lead and manage CLC Office Managers, Post Secondary Coordinator and staff with a goal to ensure these three points of service work as a team for the benefit of Gitxaala members. The DETE will ensure that proper policies and procedures are in place to ensure that all points of service are consistent, transparent and respond to the needs of our members.

This position will also work closely with the Lach Klan K-12 School Board to explore and implement innovative ways of bridging programs and putting into action other opportunities to work together (for example implementing an Adult Dogwood Program in collaboration with Lach Klan School).

ROLE/RESPONSIBILITIES

- Directs the establishment of the Nation's Education Training and Employment (ETE) plans including overall ETE program goals, procedures, strategic plan and implementation plan
- Facilitate Strategic Planning Sessions on education, training and employment that leads to implementation
- Researches ongoing funding opportunities to support education, skills and training programs
- Provides supervision and leadership to CLC Office Managers and Post Secondary Coordinator; conduct performance evaluations
- Commits to ongoing mentorship with all staff and promotes opportunities for ongoing capacity building
- Assists with development and implementation of marketing and recruiting:
 - Networks and forms good relations with employers, education institutions and other service providers in the area
 - Fosters good relations with all Gitxaala Nation Departments
- Oversees and manages program budgets
- Assists in writing proposals and coaching staff on the process.
- Conducts strategic planning sessions with staff to:
 - Set targets and review program activities
 - Review project team roles and responsibilities
 - Foster team building
- Coordinates regular meetings to:
 - Review program progress and actual client numbers in light of program targets
 - Facilitate staff discussion to address program and/or team issues



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- Identify strategies to address program issues and develop plan for action and implementation
- Review and document outcomes of actions to address program issues
- Leads discussions for continuous improvement including suggestions from clients
- Informing the Nation Administrator of potential needs, and/or problem areas and recommending a plan to address these needs
- Acts as principal contact for Funders
- Provides monthly and/or quarterly reports to Funders and key members of the project
- Handles any queries or concerns regarding the delivery of services
- Develops relationships with key players of education, training and skills initiatives and attends meetings
- Participates in ongoing development of education, skills & training programs
- Participates in case conferencing during various phases of the project
- Participates during meetings of the Northern First Nations Alliance

QUALIFICATIONS

University degree in a discipline related to human resource development including but not limited to education, social and/or business administration. While stated preference is for a university degree, Gitxaala Nation will consider candidates who demonstrate equivalent combination of education and experience.

SKILLS, KNOWLEDGE & ABILITIES:

- 3 – 5 years' experience at the management level in addition to formalized training.
- Demonstrated success in proposal writing resulting in positive funding results
- Experience working with Indigenous organizations
- Experience in design, implementation and management of workplace transition and/or learning initiatives/programs
- Knowledge and experience with Essential Skills initiatives
- Demonstrated ability to oversee projects in partnership with other organizations, government agencies or industry
- Proven ability to liaise effectively with government, private and public sector, and community agencies to establish, nurture and maintain relationships
- Ability to develop employment partnership opportunities; keep abreast of labour market issues and information
- Knowledge and experience of employment, training and human resource development
- Experience in hiring and development of multiple staff
- Ongoing hands on support to Staff
- Experience in budget development and management
- Ability to read, analyze and interpret general research periodicals, professional journals, technical procedures and governmental regulations
- Ability to write reports, business correspondence and procedure manuals
- Outstanding ability in both oral and written communication including active listening, conflict resolution, public speaking and proposal writing



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- Demonstrated abilities in group facilitation; ability to effectively present information and respond to questions from professional groups and the general public
- Possess effective time management skills; ability to multi task; prioritize; strong organizational skills and effective decision-making abilities
- Good working knowledge of: Microsoft Word, Excel, Power Point, Microsoft Outlook and database software.
- Other duties as required

Applications/Resume with references can be forwarded to:

Norman Ridley, Payroll Clerk

Email: n.ridley@gitxaalanation.com

APPLICATION DEADLINE: August 14, 2020 at 4:30pm

Copy of the Job Description is available upon request