



JOB POSTING – CLC Program Coordinator

Gitxaala Nation develops and enhances opportunities for our community members by implementing culturally relevant social and economic programs and services. Through teamwork, respect, dedication, accountability, integrity, and professionalism, Gitxaala Nation strives to build a proud, sovereign, sustainable Nation.

If you have ambition, talent, drive and are looking for a satisfying career at the Continuous Learning Centre in Lach Klan then we have an opportunity for you. We are currently seeking a candidate for the position of CLC Program Coordinator.

PURPOSE

Reporting directly to the Director of Education, Training and Employment, the Continuous Learning Centre Program Coordinator is a self-starter, who can work on his/her own as well as within a team environment. The Program Coordinator has superior administrative support skills, is task oriented, a keen researcher, and enjoys working on a variety of administrative and learning activities at once. The Program Coordinator will gain experience working in a learning environment particularly with learners who are committed to learning new skills leading to meaningful employment. This is an hourly position with a regular schedule of 35 hours per week and some requirement for evening or weekend hours as needed.

RESPONSIBILITIES

- Coordinate community access to the Lach Klan Continuous Learning Centre for ongoing training, employment, and education purposes
- Maintain facility hours, by ensuring the facility is open from 8:30am to 4:30pm daily, and communicate any changes in schedule to the community
- Market and communicate opportunities to community members
- Assist as needed with facilitating programming in the classroom, including access to online training, ensuring needed supplies are present, and assisting participants as needed
- Ensure the facility is a safe and welcoming place for community members to access
- Establish a working relationship with staff in the Employment, Training, and Education Department to gain a full understanding of all programs and services
- Work with the Employment, Training and Education staff to assist in various planning and development meetings and on projects and events related to Employment, Training, and Education
- Understand and enforce department policy and communicate policy to members of the community
- Administrative duties related to the smooth functioning of the Centre, communication with other departments, daily correspondence, ordering of supplies, budget management and assist with any other duties related to the management and administration of the Centre.
- Facilitate and evaluate the lending systems for the Facilitator resource library and Learner Library
- Coordinate the ordering of supplies and equipment as needed to maintain the continued operation of the centre

QUALIFICATIONS / EDUCATION

- Demonstrated experience in coordinating facility bookings, programming, and office management
- Certification in Office Administration considered an asset

- Employment, Coaching, or Training Certifications considered an asset

EXPERIENCE

- One year of office administration, facility management, or program coordination experience
- A combination of experience and education will be considered for this position

KNOWLEDGE, SKILLS & ABILITIES

- Self-starter that works well independently as well as in a team environment
- Excellent computer skills, especially in Microsoft Office
- Research skills and ability to catalogue information
- Good organizational skills
- Good coordination skills
- Desire to work in an adult learning environment
- Superior administrative support skills
- Must be prepared to work flexible work hours and ability to work independently
- Ability to assess, monitor and evaluate success
- Excellent and professional communication skills

HOURS OF WORK

Hours of work are between 8:30 AM and 4:30 PM with an hour for lunch between 12 PM and 1 PM. Some flexibility may be required depending on the training needs of the community.

Please email a pdf of your resume and cover letter to:

David Geronazzo
Director of Education, Training, and Employment
Email: dete@gitxaalanation.com

Application Deadline: Ongoing, until position filled.