



# Neskonlith Indian Band

Box 318, Chase, BC V0E 1M0  
Phone (250) 679-3295 Fax (250) 679-5306  
www.neskonlith.org



## JOB POSTING

**Position:** NEC Cooperative Coordinator      **Reporting To:** NEC Administration Support  
**Status:** Full-Time Indeterminate      **Salary Range:** Based on experience

### Summary of Position:

The Neskonlith Education Center Cooperative Coordinator is responsible for implementing, coordinating creative learning activities and employment support for the students.

### Duties:

- Participate in academic support for students in Grades 8 to 12;
- Motivate Classroom engagement and inspire student success;
- Establish and maintain cooperative relationships with instructors and students;
- Coordinate creative learning and engagement activities such as: fieldtrips, projects and students support
- Perform other duties as assigned by the teacher or building administration that best supports the NEC students
- Planning, organizing, guiding and facilitating activities and job shadow placements based on a set workplan;
- Assisting with other education duties may be required.

### Skills Required Qualifications:

- Must possess excellent interpersonal skills and telephone etiquette;
- Strong computer skills and excellent knowledge of MS Office programs;
- Knowledge of Math, English, Social, Science and Computers and when this skill is not a strength, the ability to find the support needed for students;
- Problem solving, mediation, crisis intervention and negotiation skills to best work with student behavior;
- Must be able to work flexible hours and have own transportation;
- Must have a trauma informed practice
- Must possess a high standard of confidentiality and willing to sign Oath of Confidentiality
- Knowledge of Indigenous cultural practices and specifically Secwepemc protocols and culture an asset

### Qualifications

- Post secondary education of 2 or more years
- Must successfully pass the required Criminal Record Check, working with vulnerable populations
- Knowledge of standard office administrative practices and procedures
- Must have valid drivers' license and ability to attend work

### Please submit:

Cover letter and resume required & copy of supporting documents by 12:00 pm on Monday, October 11, 2021 to:

NEC Reception  
Neskonlith Indian Band  
Box 318, Chase, BC V0E 1M0  
Fax: 250-679-2968 Email: necreception@nibeducation.com