



CAREER OPPORTUNITY

Director of Education

Reports to:	Chief Executive Officer
Term:	Full Time (35 hrs. week), Permanent
Start Date:	As soon as a suitable candidate is found
Remuneration:	Salary will commensurate with Qualifications and Experience

Bonaparte First Nation (BFN), is a member band of the Shuswap Nation Tribal Council of the Secwepemc (Shuswap) people. The Nation is located west of Cache Creek on about 1,878 hectares of land. The Nation is separated into nine (9) sections and has a membership of about 970.

The Nation's main community is on the Bonaparte Indian Reserve No. 3 comprising 704 hectares, with 72 homes on-reserve, home for approximately 250 of our community members.

JOB PURPOSE

The Education Director oversees the BFN Education Department, liaising with educators, students, parents and education committee members. They will prepare and submit proposals for education and training to enhance community member opportunities and works to provide services for learners to achieve their goals.

The Director oversees the Bonaparte First Nation (BFN) *St'uxwtéws Education Centre (SEC)*, developing partnerships, works with the BC Public Post-Secondary (PSI) system and Indigenous Adult and Higher Learning Association (IAHLA) and all other post-Secondary entities as required. They will develop accredited, ladderable and transferable courses and programs for SEC, acquire funding, work with the community and Education Department staff to develop a comprehensive community education plan and will adhere to the BFN administration protocols.

QUALIFICATIONS

EDUCATION

- A Master's Degree in an Education field, public administration, business administration, Indigenous Studies or a related field is an asset
- Must possess a Bachelor of Education or Bachelor's Degree with relevant post-secondary training and/or work experience.
- Holds an Adult Teaching Diploma/Certificate or willing to obtain one
- BC Teaching Certification would be an asset.

KNOWLEDGE REQUIREMENTS

- Knowledge of the Bonaparte First Nation culture and traditions and experience working with Aboriginal people, organizations and communities.
- The ability to speak or understand the language would be an asset.
- Knowledgeable of federal and provincial legislation, regulations and programs as they relate to First Nation Education operations
- Knowledge of local education agreements, nominal rolls and post-secondary education policies;

Bonaparte First Nation

2689A Sage Hill Rd., Hwy 97N, Box 669 Cache Creek, BC V0K 1H0
Tel: (250) 457-9624 Fax: (250) 457-9550



- Knowledgeable of and experience in the delivery of educational programs and service requirements for First Nations learners (Indigenous Services Canada, ASSETS, Ministry of Advanced Education, Skills and Training, Micro Credentialling and Workforce programs).
- Knowledgeable of and experience in utilizing project management and proposal writing techniques.
- Knowledgeable of the discipline of organizational behaviour.
- Knowledgeable of and experience in community development and strategic planning activities.
- Knowledgeable of Advocacy and Presentation Skills.

SKILLS/ABILITIES

- Must be self-directed and able to work as part of a multi-disciplinary team.
- Must be able to function in MS Office, Teams, Zoom and other computer applications or willing to learn.
- Excellent leadership and oral and written communication skills.
- Developed interpersonal skills and ability to effectively work with management, employees and community members.
- Ability to deal with diverse staff working styles, and administrative needs.
- Good analytical, problem-solving, and conflict resolution skills.
- Be able to meet deadlines and respond to urgent situations.
- A good understanding of Office administration, record keeping and policy development.
- A good understanding of reporting procedures.
- A good understanding of budgeting and basic accounting procedures or willing to learn.
- A strong understanding of project management and proposal writing skills.
- Ability to build partnerships, carryout contracting, negotiate agreements.
- Have strong relationship building tools.
- Ability to teach is an asset.

OTHER REQUIREMENTS

- Must have reliable vehicle and hold a valid B.C. driver's license.
- Must pass criminal record check and vulnerable persons check.

In accordance with Section 16(1) of the Canadian Human Rights Act and pursuant to Section 42 of the BC Human Rights code, it is Bonaparte First Nations Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

Detailed Position Description will be provided to shortlisted candidates

WORKSITE LOCATION

The position will be based out of the head office of Bonaparte Indian Band.

2689A Sage Hill Rd., Hwy 97N, Box 669 Cache Creek, BC V0K 1H0

Bonaparte First Nation thanks all applicants for their interest, however, only those selected for an interview will be contacted.

CLOSING DATE: May 31, 2022 at 4:00 pm

Bonaparte First Nation

2689A Sage Hill Rd., Hwy 97N, Box 669 Cache Creek, BC V0K 1H0
Tel: (250) 457-9624 Fax: (250) 457-9550



TO APPLY: Submit resume with references to:

Human Resources

St'uxwtéws | Bonaparte First Nations

EMAIL: HR@bonaparte.band