



## CAREER OPPORTUNITY

### Education Director

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

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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 Bonaparte First Nation (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 develops partnerships, works with the BC Public Post-Secondary (PSI) system and Adult and Higher Learning Association (IAHLA) and all other post-secondary entities as required. They acquire funding and work with the community, education department staff and all other departments to provide on the land learning, language classes and other community capacity building opportunities.

#### THE EDUCATION DIRECTOR POSITION DESCRIPTION:

- Build positive relationships with students and their families, and advocate for students to have access to all programs, information and opportunities
- Act as an advisor to students seeking post-secondary education and/or learning assistance
- Manage the day-to-day operations of various educational programs such as head start, youth, language and day care development
- Manage educational agreements between governing bodies and school districts
- Participate and represent Bonaparte in various educational council and committee meetings
- Recognize educational achievements of community members and coordinate events celebrating successes
- Respect the confidential nature of the position and ensure the program adheres to confidentiality and privacy requirements
- Oversee and supervise all program staff, coordinate and participate in the recruitment of staff
- Responsible for the orientation, performance review and development of staff
- Ensure employee compliance with BFN policies and procedures
- Maintain effective cross-functional relationships with staff, colleagues and partners, as required

# Bonaparte First Nation

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



- Manage department budgets; approve expenditures, understand funding agreements and their deliverables, meet regularly with the Executive Director and Finance Manager to discuss budget
- Write proposals to secure funding and develop programs
- Manage the preparation and submission of program reports, recommendations for program improvements and program evaluations

## 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;
- 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 and experience in community development and strategic planning activities

### 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
- Proven experience in group facilitation
- 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
- An understanding of reporting procedures.
- A good understanding of budgeting and basic accounting procedures
- A strong understanding of project management
- Proven proposal writing skills
- Ability to build partnerships, carryout contracting, negotiate agreements
- Have strong relationship building tools

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## OTHER REQUIREMENTS

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

## WORKSITE LOCATION

The position will be based out of the head office of Bonaparte First Nation.  
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The successful candidate will enjoy a competitive salary, health benefits, retirement package and join a strong team to help shape the service of a growing and innovative First Nation on the threshold of unprecedented growth and positive change.

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

**CLOSING DATE: August 23<sup>rd</sup>, 2023 at 4pm**

**TO APPLY: Submit resume with references to:**

**Human Resources**

**St'uxwtéws | Bonaparte First Nations**

**EMAIL: [HR@bonaparte.band](mailto:HR@bonaparte.band)**

*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.*