



# Employment Opportunity

## Education Director

### Job Summary:

We seek a motivated, professional individual that is passionate about education in all forms to lead our Education Department.

### Duties:

- The Education Director is responsible to administer the education programme for all UFN students and is the main Point of Contact for UFN Post Secondary students
- Ensures the administration and support leading to their success.
- Administers the Adult Education Program
- Oversees the operation of the Nagwuntl'oo School
- Manages anywhere between 5-10 staff
- Implement education policies, and maintain the integrity of the Education Department.
- Review and recommend changes to UFN's Education Poicy
- Capable to manage projects from planning through to completion.
- Understands, implements and rationalizes processes where required.
- Oversee the Adult Education and Employment Department
- Work with the band manager in providing strategic direction
- Proposal applications and report writing
- Ensure that the fiscal budget for your department optimizes funding dollars
- Other duties as required

### Core Competencies:

- Leadership
- Team Building
- Planning & Coordination
- Budgeting
- Communication & Reporting
- Strategic Decision-Making

**Requirements:**

- Masters of Education or related field required
- Demonstrated success navigating multiple levels of government, and other agencies.
- Ability to bolster programme with grant crafting
- Ability to speak, and understand Dakelh culture is preferred
- Concise budgeting skills required

Deadline: This posting will remain open until filled.

Working Conditions: Work is performed in an office environment in Anahim Lake with occasional travel. Licenses: Valid BC Driver's License, clean Driver's Abstract and Criminal Record check.

**Applicants of Ulkatcho First Nation and/or Aboriginal ancestry are encouraged to apply.** This position will remain open until filled. *We thank all those who apply; however, only short-listed applicants will be contacted*

Please submit your application to [hr@ulkatcho.ca](mailto:hr@ulkatcho.ca) or hand deliver to the receptionist at the Band Office