



Katzie have lived and thrived in our territory for thousands of years. To this day, Katzie maintains deep connections to our lands and the rivers, sloughs, creeks, and wetlands that run like veins through the heart of our territory. With a strong and growing community of 614 members, Katzie First Nation is looking for a skilled **Education Program Supervisor (EPS)** to ensure the K-12 and post-secondary students are provided support and guidance as they navigate their educational pursuits.

Reporting directly to the Manager of Human and Social Services, the Education Program Supervisor drives the daily operations of the Katzie First Nation Education Program, which includes providing supervision and direction to the Education Program Assistant. The EPS administers Indigenous Services Canada (ISC) funding for post-secondary and K-12 education (nominal role) support programs. In addition to student support, this role will also work with Katzie band members to help provide steps to obtaining necessary employment skills by way of referral to the appropriate skills development agencies (SASET or WorkBC) and coordinating short-term certificate training.

#### **DUTIES AND RESPONSIBILITIES**

- Be the primary expert on Katzie First Nations Post Secondary Policy standards, practices, and procedures.
- Ensure that Katzie K-12/PSE education programs adhere to Indigenous Service Canada (ISC) National program guidelines.
- Reports and submits annual nominal role, Data Collection Information (DCI) & Katzie PSE general pool funding.
- Facilitate quarterly meetings with the Katzie Education Committee – K-12 & PSE.
- Encourage, foster, and model cooperative approaches for the well-being of the Katzie First Nation community and members.
- Supervise and direct the Education Program Assistant to ensure that the Education program supports the needs of students.
- Provide guidance and support with the annual Education Awards (K-12/PSE) and Career & Skills Development Fair.
- Respect the confidential nature of the position and ensure the program adheres to confidentiality and privacy requirements.
- Maintain and promote genuine respect for Katzie First Nation culture and protocols.
- Funding Agreements
- Submit an annual proposal to ISC general pool funding for students attending post-secondary.
- Administer and monitor the PSE budget for tuition, mandatory fees, books and student living allowance.
- Reviews and provides input into the annual nominal Roll to ISC for each student in K-12 for school funding and submits to the HSS Manager for approval and submission to ISC.
- Research available funding and submit proposals/grant applications to various funders.
- Completes required reports to funders (ISC, FNESEC).
- Refers Post-Secondary Students to the appropriate skills development agencies and coordinates short-term certificate training.
- Applying to Katzie summer work program through SASET, WorkBC or FNESEC funding



- Connects post-secondary students with Indigenous Student Liaison staff at educational facilities.
- School District
- Under the direction of the HSS Manager, CAO, and C&C, build relationships with SD 35, 36 & 42, Aboriginal principals, and Aboriginal support workers.
- Attend school district meetings to ensure Katzie's student needs are reflected in Local Education Agreements as requested.
- Foster and build relationships in schools that are welcoming and supportive of all Indigenous children and families.
- Attends workshops, conferences, seminars, and other training opportunities as directed by the HSS Manager

### **KNOWLEDGE AND SKILLS**

- Three years of related work experience in an education setting
- Post-Secondary certificate (or working towards) in a related field like Educational Support or Career Development Planning.
- Previous experience supervising or mentoring others.
- Proficient with Microsoft Office – Word, Excel, Outlook
- Well-developed interpersonal and communication skills, both oral and written.
- Flexibility and the ability to handle a diverse and complex workload.
- Excellent problem-solving skills and the ability to work under pressure and manage conflict effectively.
- Experience in providing sound advice and recommendations.
- Ability to work independently with minimal day-to-day supervision and within a collaborative team framework.
- Demonstrated genuine respect for Katzie First Nations culture and protocols.
- Knowledge of Indigenous Culture and urban communities.

### **OTHER REQUIREMENTS**

- Satisfactory Criminal Record Check (vulnerable sector)
- Class 5 Driver's License with a clean driver's abstract
- A willingness to work flexible hours, including evenings and weekends, in some cases if an event requires it.
- Completion of and possession of valid CPR and First Aid Certificate an asset.

**Application Deadline:** Until filled.

**Expected Start Date:** Immediate

**Job Type:** Full-time, Permanent

**Salary:** \$27 - \$30 per hour

### **How to apply:**

Please apply by emailing your cover letter and resume to Katzie First Nation Human Resources at [careers@katzie.ca](mailto:careers@katzie.ca) and reference **Job Number: 2023019** in the subject line.