



## **EMPLOYMENT OPPORTUNITY**

**Job Title:** Education Programs Executive Assistant

**Location:** En'owkin Centre

**Term:** Full-time (35.0 hours per week)

**Application Deadline:** Friday, March 4, 2022

The En'owkin Centre is committed to developing and implementing community-based education and cultural programs which focus on the needs of the Indigenous community and are controlled and monitored at the community level. This individual will support the Society's mission and strategic direction as conveyed through policies and concrete objectives which will be met through the effective coordination of education related tasks within the Centre's Post-Secondary Division, under the direction of the Academic Programs Manager and the Arts, Culture & Adult Higher Learning Manager.

**Duties:** In consultation with and providing assistance to the Academic Programs Manager and the Arts, Culture & Adult Higher Learning Manager (Managers).

- ✓ Assist Managers in budget preparation and management.
- ✓ Compile, prepare and edit grant and fundraising proposals and applications according to deadline and criteria.
- ✓ Ensure all Post-Secondary Education reporting requirements are met according to deadline dates.  
Prepare schedule to maintain institution certification of PTIB compliance and data entry required for approval by Managers
- ✓ Identify, research, source and work with Managers to expand new and existing partnerships leading to new and ongoing sponsorship, donation and grants, program development/expansion.
- ✓ Plan, and organize-section requests, course requests and related activities of the CENTRE for sign off and approval by Managers.
- ✓ Prepare schedule of courses, both on-site and on-line, in affiliate institutions, in member communities and outside organizations which could benefit the CENTRE and its activities.
- ✓ Work with education team members in activities such as research, program and curriculum development, and recruitment materials for all programs.
- ✓ Advise and participate in the development of education policy by providing advice to Managers.

- ✓ Organize and advise in the establishment of procedures to meet objectives set by senior management re: program and course development with future and/or ongoing affiliation agreements with other educational institutions.
- ✓ Assist and support the Managers in items required to develop community delivery models, advocate and develop recruitment strategy for different programs and monitor services as directed and required.
- ✓ Participate in activities of various faculty and CENTRE committees.
- ✓ Generate reports such as registration statistics for review and consult with faculty and the Academic Programs and Arts, Culture & Adult Higher Learning Managers to develop registration policies.
- ✓ Work with Education support staff and others engaged in compiling information on courses, schedules and requirements for admission and graduation.
- ✓ Support managers to represent the CENTRE at formal functions, as determined by the Arts, Culture & Adult Higher Learning Manager, the Academic Programs Manager and/or the OIERS Board of Directors.
- ✓ Assist in development of curriculum and preparation of teaching materials and outlines for courses in consultation and with approval by managers.
- ✓ Cost analysis and purchasing of Records Management System – Student Services as per funding agreements.
- ✓ Assist with assessments, surveys, and faculty reports to evaluate students' standing or progress as directed by the Academic Programs Manager or the Arts, Culture & Higher Learning Manager
- ✓ Assist in Academic Advising of students on program curricula and career decisions
- ✓ Provide individualized tutorials/remedial instructions.
- ✓ Supervise independent or group projects, field placements, laboratory work or hands-on training as directed by managers.
- ✓ Serve on internal and external organizational committees concerned with matters such as research, budgets, curriculum revisions, course and diploma requirements, etc. as requested by Managers.
- ✓ Assist in other related activities which promote and advocate for the CENTRE and its programs as designated by the Arts, Culture & Adult Higher Learning Manager during working hours.
- ✓ Undertake cultural activities that are a regular function of the En'owkin Centre's Cultural Mandate.
- ✓ Other duties as directed by the Arts, Culture & Adult Higher Learning or Academic Programs Manager.

#### Qualifications:

- ✓ Bachelor's Degree or equivalent education and experience in a related field with a minimum three years' work experience in the field.

- ✓ Ability to develop professional relationships within all aspects of the position that result in stable, consistent, reliable and courteous communication when dealing with other organizations.
- ✓ Excellent organizational, planning and project management skills.
- ✓ Proven ability to take direction, input and to develop effective and engaging branded events that support the CENTRE's purpose/mandate.
- ✓ Ability to influence and coordinate the efforts of other CENTRE employees in support of events.
- ✓ Must be skilled in budget preparation and management.
- ✓ High level of verbal and written communication skills.
- ✓ Demonstrated ability for accuracy and thoroughness.
- ✓ Effective time management, organizational and leadership skills.
- ✓ Own vehicle and valid driver's license for travel required

Submit your resume to:

**Human Resources**

EN'OWKIN CENTRE

154 Enowkin Trail

Penticton, B.C. V2A 0E1

Email:

[enowkin@vip.net](mailto:enowkin@vip.net)

Fax:

(250) 493-5302

Inquiries:

(250) 493-7181