



TL'ETINQOX GOVERNMENT

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May 06, 2025

Job Posting: Education Coordinator

Position Title: Education Coordinator

Location: Tl'etinqox Government

Employment Type: Full-Time, Permanent

Application Deadline: Until filled

Position Summary

The Education Coordinator will lend support to the Education Manager in overseeing and managing education programs and services for Tl'etinqox Government. This includes working closely with students, parents, educators, and external institutions to support academic success, cultural learning, and lifelong education opportunities.

Key Responsibilities

- Coordinate and support the management of education programs (private schools, post-secondary, adult education).
- Act as a liaison between Tl'etinqox Government, school boards, and post-secondary institutions.
- Support students with applications, funding, and educational planning.
- Organize cultural and learning initiatives.
- Help manage and support education budgets and prepare reports for funders and other stakeholders.
- Maintain up-to-date student records and statistical data.
- Contribute to developing education policy and strategic planning.

Qualifications

- Degree or diploma in Education, Indigenous Studies, or a related field.
- Experience working in Indigenous communities or educational settings.
- Strong understanding of Indigenous education issues, cultural awareness, and sensitivity.
- Excellent communication, leadership, and organizational skills.
- Knowledge of funding sources and program development is an asset.
- Ability to work independently and collaboratively.

Compensation

Salary will be commensurate with experience and qualifications. Benefits package included.

How to Apply

Please submit your resume, cover letter, and references to:

Dr. Mitch Verde
Chief Executive Officer
mverde@tletinqox.ca
250-394-4240