SKATIN
PO Box 478. Mt. Currie, BC V0N 2K0

Job Title: Post-Secondary Education Coordinator (PSE)
Location: Skatin, British Columbia
Position Type: 0.5 FTE
Reports To: Band Manager

Position Summary

Skatin is seeking a motivated and organized **Post-Secondary Education Coordinator** to support the delivery of post-secondary education programs and services for band members. Reporting to the Band Administrator, the PSE Coordinator ensures that eligible students are informed, supported, and funded according to Indigenous Services Canada PSE Program policies.

The PSE Coordinator plays a vital role in empowering students to succeed by helping them navigate post-secondary pathways while promoting education as a tool for self-determination and community development.

Key Responsibilities

Program Administration

- Assist students with career planning, school selection, applications, and financial documentation.
- Provide regular communication and check-ins with students throughout the academic year.
- Act as a liaison between students, post-secondary institutions, and funding agencies.

Student Support

- Support students with funding applications and documentation.
- Develop and maintain student files and funding records.
- Communicate with institutions, monitor student progress, and report to ISC.
- Promote post-secondary opportunities and maintain up-to-date information on programs and deadlines.

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Reporting & Compliance

- Prepare and submit required ISC funding reports and ensure adherence to PSE National Program Guidelines.
- Monitor academic progress and attendance of funded students and adjust funding as necessary.
- Track program expenditures and forecast future budget requirements.

Community Engagement

- Promote post-secondary education to youth, parents, and community members.
- Organize and participate in education fairs, school visits, workshops, and information sessions.
- Collaborate with other community departments, including employment and training programs.

Qualifications

Education & Experience

- Diploma or degree in Education, Indigenous Studies, Administration, or a related field. A combination of education and relevant experience will be considered.
- Knowledge of Indigenous Services Canada (ISC) Post-Secondary Education policies.
- Experience supporting Indigenous learners or working in a First Nations education setting.
- Strong organizational, communication, and time-management skills.
- Proficient with Microsoft Office (Word, Excel, Outlook) and digital recordkeeping.
- Clear Criminal Record Check (vulnerable sector).

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Knowledge & Skills

- Strong understanding of Indigenous governance, funding systems (e.g., ISC, FNHA, FNESC, BC, SSHS, etc.), and community development.
- Knowledge of Skatin culture, history, and values is a strong asset.
- Excellent communication, leadership, and organizational skills.
- High proficiency with Microsoft Office and management software.
- Ability to work independently and in collaboration with Band Manager and staff.

Working Conditions

- Based at the Skatin Admin Office, with travel to off-site meetings as needed.
- Occasional evening or weekend work to support Council or community events.
- Fast-paced environment with competing priorities and high confidentiality.

Compensation

- Competitive salary based on experience and certifications.
- Benefits package available after probationary period (if applicable)

Application Instructions

Please submit your resume and a cover letter outlining your qualifications and interest in the position to:

Email: elderscoordinator@skatin.ca

Start Date: ASAP

Skatin thanks all applicants for their interest. Preference will be given to qualified Indigenous applicants in accordance with Section 16(1) of the Canadian Human Rights Act. Only those selected for an interview will be contacted.