



## OLD MASSETT VILLAGE COUNCIL

P.O. BOX 189, OLD MASSETT,  
HAIDA GWAI, V0T 1M0  
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### Job Posting - FT Position

**Job Title:** Education Manager

**Hours:** 35/wk

**Benefits:** As per OMVC's benefit plan

**Salary:** As per OMVC's Wage scale and Experience

\*Available to work a flexible work schedule including evenings and weekends (when required)

#### Who we are:

The Old Massett Village Council is a community of 1500 members on Haida Gwaii and an overall membership of approximately 3200 members. We are located on the beautiful North Coast of Haida Gwaii and are stewards of 40 Reserves with various land base sizes. We have approximately 70-100 full and part-time employees. General operations are comprised of, but not limited to, Operations, Maintenance, Finance, Housing, Registry, Education, Social Development, and Economic Development.

#### Position:

The Education Development Manager oversees the OMVC Education programs and the staff. Priorities include overseeing the development of Career Planning and community training and back to work initiatives. Working with funding programs such as Work Opportunity programs, Targeted Wage Subsidy programs, and other educational programs and partnerships. The Education Development manager manages program budgets and positions employed within those services and programs.

#### Reporting Relationship

The Education Development Manager reports directly to the Band Administrator, and works closely with program managers, staff, and their Chief and Council Committee.

#### Qualifications:

Minimum Requirements

- University Degree and/or Designation in a related field to this position
- Five (5) years' experience in administration and supervision

#### Knowledge, Skills, and Abilities:

- Knowledge and understanding of Haida culture
- Strong written and interpersonal communications skills, and the ability to work effectively with a variety of people and circumstances
- Working Knowledge of Federal and Provincial funding programs and reporting requirements
- Proficiency in Microsoft Office 365 applications (Word, PowerPoint and Excel)
- Problem solving and conflict resolution skills
- Ability to mentor staff and establish workplans

- Ability to maintain a professional demeanor and confidentiality
- Ability to maintain order within an environment of changing priorities, practice sound crisis management, accept responsibility and achieve results through self-motivation and the promotion of teamwork.

#### **Other Attributes**

- Flexible, adaptable with ability to multi-task and manage a diverse workload with multiple deadlines
- Detail and service-oriented with the ability to listen, understand and respond to community needs and questions
- Ability to think critically and act logically, evaluating situations and generating steps to achieve success
- Personable, down-to-earth and friendly
- Ability to exercise good judgement, diplomatic tact, professionalism, and strategic communication skills
- Customer service focused with proven ability to build relationships
- Ability to work in a virtual team environment

#### **Primary Responsibilities**

- Oversee all Education programs
- Manage all Education program budgets with the Finance Manager
- Develop proposals, applications and Letters of Intent to access funds needed to maintain and enhance program and service delivery to the people of Old Massett
- Advocate for clients in need of services
- Ensure compliance with all reporting requirements of INAC and other funding agencies
- Supervise staff, process time sheets and sign all approved expenditures
- Attend Management Team meetings and actively participate in the OMVC team.
- Report on a regular basis to the Old Massett Village council through the Education Committee
- Adhere to the OMVC Employee Code of Ethics & Personal Conduct
- Perform other Education related duties as required by the Band Administrator

**Application Deadline:** September 24th, 2021 @ 4:30pm

**How to Apply:** Please submit cover letter and resume to [omvcrec@oldmassett.ca](mailto:omvcrec@oldmassett.ca) or in-person at the Band Office.

**Subject line must read: EDUCATION MANAGER POSTING**

Pursuant to section 41 of the B.C. Human Rights Code, preference may be given to applicants of Aboriginal Ancestry.

*Only applicants to be interviewed will be contacted*

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