



TAKU RIVER TLINGIT FIRST NATION
Human Resources



EMPLOYMENT OPPORTUNITY

POSITION: **Manager of the Education Department - Tlingit Family Learning Centre (TFLC)**
SUPERVISOR: Executive Director or designate
WAGE: \$60,000 – \$70,000, dependent upon experience, knowledge and suitability
STATUS: Full-Time Position with Taku River Tlingit First Nation (TRTFN) in Atlin, British Columbia
CLOSING DATE: Until position is filled

POSITION SUMMARY

Reporting to the Executive Director, the TFLC Manager is responsible for the overall development, delivery and management of TRTFN's Tlingit Family Learning Centre programs and activities.

DUTIES, ACCOUNTABILITIES AND RESPONSIBILITIES

1. Managing the Education programs by reviewing all projects from these programs to ensure they meet TRTFN's goals and objectives and are within budget allotment.
2. Attending various meetings for the Department.
3. Responsible for preparing, managing and controlling Education budgets, controlling day to day expenditures and planning, forecasting and preparing an annual department budget. Ensuring that financial records are maintained for department program expenditures.
4. Obtaining resources to deliver programs by developing and submitting proposals to appropriate funding agencies or assisting department staff to develop and submit proposals to appropriate funding agencies.
5. Developing policy and procedures and providing timely, equitable and consistent Education Programs for all TRT citizens within program guidelines/policies.
6. Ensuring the delivery of the post-secondary program according to guidelines and policies.
7. Responsible for the human resource management of the department, by leading the recruitment of qualified staff, termination of staff, performance evaluation process, training & development of staff, and disciplinary action as necessary and writing job descriptions and recommending changes in organizational structure.
8. Working as a team with staff of the department to resolve conflict situations and problem solve on any concerns the staff may have.
9. Maintaining a progressive development working relationship with staff and Clan members to ensure the exercising of power, and responsibility is fulfilled in a respectful, fair, non-discriminatory and non-abusive manner. Ensuring that TRT Education Programs are delivered respectfully, equitably and efficiently with due regard to TRT culture and traditions.
10. Attending relevant workshops, training sessions, seminars on education to develop personal skills in order to bring professional qualifications to the position and to the efficient operation and benefit to the TRTFN.
11. Other related duties assigned by the Executive Director or CDC.

EDUCATION, SKILLS AND EXPERIENCE

- Preferably a degree in a field related to Education Management or FN studies, or completion of grade 12 equivalent, supplemented with Education courses and 7+ years' experience. Preferably at least three years' experience in a management position.
- Early Childhood Educator certificate
- Working experience with First Nations; regulatory bodies; government; is a strong asset.
- Knowledge of: funding reporting requirements, First Nation issues, TRTFN social structure, traditions and cultural values.
- Proven management skills; Proven respectful interactive communication and cooperative interactions; solid computer skills.

CONDITIONS OF EMPLOYMENT

- Class 5 driver's license
- Criminal Record Check
- Early Childhood Educator certificate
- Willingness to travel

APPLICATION PROCESS

To submit a resume contact: Executive Director at (250)651-7900, ext. 402
Email: executive.director@gov.trtfn.com or mail to TRTFN • Box 132 • Atlin BC • V0W 1A0.

Box 132, Atlin BC, V0W 1A0 Phone (250)651-7900
We thank all those who apply but only those who are being considered will be contacted