



**Toquaht  
Nation**

## **EMPLOYMENT OPPORTUNITY - Education and Community Programs Coordinator**

(Permanent Full Time)

### **About Toquaht Nation**

Toquaht Nation is a self-governing modern treaty nation situated on the West Coast of Vancouver Island in Barkley Sound. Known as the  $\text{t}uk^waa\text{?}ath$  (Toquaht People), we are a resilient community dedicated to the development of our Nation. We strive to honour the teachings of our ancestors and safeguard our  $\text{h}aa\text{h}uu\text{fi}$  (traditional territory).

Toquaht envisions a healthy community where  $\text{mas}\text{c}im$  (citizens) can fulfill their social, spiritual, and economic needs. Guided by our ancestors and rooted in our traditions, we draw strength from our connection to our guiding principles:

- $\text{hi}\text{š}ukma\ \acute{c}awaak$  – Everything is one
- $\text{q}waa\text{?}a\lambda in\ \acute{c}awaak$  – How we are one
- $\text{?}uu\text{?}a\text{t}uk$  – Taking care of one another
- $\text{?}iisaak$  – Highest respect

### **Position Summary**

This position, reporting to the Director of Community Services, is responsible to coordinate K-12 and post-secondary education programs and services, and facilitate recreational and community programming that support the goals, objectives and strategic initiatives associated with the operations of the Toquaht Nation's (TN) Government. This position contributes to a team approach to support community services and coordinates and delivers programs and services to support the Macoah community and citizens living away from home.

### **Major Areas of Responsibility - Education**

Education responsibilities include a variety of programs and administrative tasks. Duties include implementing the Education and Training Support Policy including K-12 support programs (good grades, school supplies, tutoring), post-secondary support, and connecting with all TN students and parents to ensure Toquaht learners of all ages are set up for success.

This position's weekly and/or periodic clerical work tasks include maintaining case files, supporting citizens with applications, and gathering supporting documents, submitting requisitions for payment to the Finance department, tracking student progress, creating, and maintaining an education, skills and training database, having ongoing conversations with learners to support success, communicating learning opportunities to citizens, and reporting on activities as required. More specific duties include, but are not limited to:



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- Support academic success for all learners
- Work with school district staff and administration to provide cultural perspectives on educational tools, teaching methods and cultural differences where appropriate
- Support parents to engage in children's academic learning
- Facilitate all Toquaht K-12 programs (school supply, good grades, recreation, and tutoring)
- Facilitate post-secondary support program (including short-term certificates and ABE)
- Communicate and collaborate with universities to facilitate tuition payments
- Connect learners with external resources and supports
- Facilitate Toquaht Achievement and Excellence Awards program
- Support TN graduates to attend Nuu-chah-nulth (NTC) graduation ceremonies
- Participate in NTC bursary award selection as needed
- Monitor student progress and offer learning supports as needed (tutoring, technology, mental and physical wellness)
- Support learners with programs that encourage career exploration and empower academic attainment
- Organize training opportunities in community where appropriate (i.e., first aid, chainsaw course, safe boating (SVOP), life skills)
- Promote and communicate learning opportunities (NETP programs, other Indigenous led opportunities)
- Maintain files on students and protect privacy
- Create and maintain a citizen education, skills, and training database
- Organize celebrations and acknowledgements for students
- Support Toquaht citizens to obtain employment (including resume building, interviewing, etc.)

## **Major Areas of Responsibility – Community Programs**

Community programming responsibilities include creating healthy community recreation and wellness activities in Macoah and implementing the Elders' program strategy. This includes working with other Community Services team members, connecting regularly with Elders, and facilitating Elders groups and healthy activities such as Elders Gatherings. As the first point of contact, this position contributes to the professional delivery of community services and the department's capacity to maintain an efficient and organized work environment. Duties include, but are not limited to:

- Plan, develop and coordinate a range of healthy activities to promote healthy recreation and wellness for all ages in Macoah
- Facilitate and coordinate Toquaht's participation at annual Tlu-piich games
- Create and facilitate Elders programming including Elders groups, culture and wellness, learning opportunities, language groups, and healthy aging opportunities to reduce Elder isolation and promote Elder community engagement
- Reduce Elder barriers to accessing services and providing support to navigate health and wellness systems



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- Promote understanding and increase awareness of the benefits of recreation in the community

## **Qualifications and Experience**

- Certificate or 3-5 years' work experience in relevant field.
- First Nations heritage preferred, together with an understanding of Toquaht cultural beliefs, customs, and core values.
- Demonstrate continued professional development through training seminars or workshops.

## **Knowledge and Abilities**

- Knowledge of Toquaht Nation vision, mission, governance structure, programs and services supporting Toquaht masčim
- Familiarity with the culture of Nuu-chah-nulth and Indigenous cultural protocols and activities
- Physically healthy and able to participate in community activities.
- Competent with use of computers and maintaining office systems, including preparing and maintaining records/files, application forms, and handling documents containing confidential information.
- Competent and familiar with Microsoft Office, including Excel, and other standard office programs.
- Good time management skills, together with a demonstrated ability to work independently to complete tasks, and work in collaboration with the team to efficiently and effectively use resources.
- Excellent communications skills and able to display both professionalism and integrity when handling sensitive matters or information of a confidential nature.
- Ability to operate related equipment
- Willing to work outside of regular hours if needed

## **Operational Requirements**

- Must complete a satisfactory Criminal Records Check.
- Valid Class 5 BC Driver's License
- Understanding of/respect for the culture and heritage of First Nations Peoples
- Always maintain confidentiality and professionalism.
- This position is currently located in Macoah

## **What We Offer**

Toquaht Nation Government is please to offer a generous compensation package which includes:

- Starting salary is \$35.69/hr based on a 37.5 hour work week
- Extended health and benefits plan (Employer paid)
- Pension plan (5% Employee, 8% Employer)
- 3-weeks vacation plus paid time off over the Christmas holidays
- 15 observed statutory holidays



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- 15 days of wellness leave annually
- Professional Development opportunities

**To Apply**

We invite qualified applicants to submit a resume and cover letter to [careers@toquaht.ca](mailto:careers@toquaht.ca), with the position title in the subject line. Please apply as soon as possible, as we will be reviewing on an ongoing basis. We appreciate all applicants for their interest in working with Toquaht Nation, however only those selected for an interview will be contacted.

Persons of Indigenous background will be given preference. S16(1) CHRA

This position is open until filled.