



**Toquaht
Nation**

EMPLOYMENT OPPORTUNITY – Education 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 $\acute{t}uk^waa\acute{t}ath$ (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 $\acute{h}aa\acute{h}uuti$ (traditional territory).

Toquaht envisions a healthy community where $mas\acute{c}im$ (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 $haa\acute{h}uupacamis$ (teachings).

- $hi\acute{s}ukma \acute{c}awaak$ – Everything is one
- $\acute{?}a\acute{?}apca\acute{?}aatuk$ (taking care that something proceeds correctly)
- $\acute{?}uu\acute{?}atuk$ – Taking care of one another
- $\acute{?}iisaak$ – Highest respect

Position Summary

Toquaht Nation Government is seeking a relationship-driven, proactive **Education Coordinator** to support the success of our learners and strengthen pathways from education to meaningful careers. This is a hands-on, community-facing role for someone who is equally comfortable supporting high school students navigating challenges, coordinating with post-secondary institutions, and helping individuals take real steps toward their future.

If you are someone who takes initiative, builds trust easily, and follows through — this role offers the opportunity to make a tangible difference in people’s lives.

What You’ll Be Responsible For

You will play a central role in supporting Toquaht students and families by:

- Supporting K–12 students and families through regular check-ins, advocacy, and coordination with schools
- Monitoring student progress and stepping in early when support is needed
- Administering and overseeing post-secondary funding while actively supporting student success
- Helping individuals navigate career, training, and education pathways
- Connecting students to tutoring, supports, and community-based programming
- Coordinating access to after-school and enrichment activities
- Maintaining accurate records and contributing to program tracking and reporting



Toquaht Nation

What We're Looking For

We're looking for someone who brings both structure and heart to their work.

- ✓ You build strong, respectful relationships with youth and families
- ✓ You take initiative and don't wait for problems to escalate
- ✓ You are organized, accountable, and able to manage multiple priorities
- ✓ You communicate clearly and professionally
- ✓ You handle sensitive situations with discretion and sound judgment

Qualifications and Experience

- Certificate, Diploma or Degree in Education, Social Work, Human Services, or a related field
- 3–5 years of relevant experience supporting youth, education programs, or community services
- Experience working within modern treaty First Nations and/or organizations is an asset.
- Knowledge of Toquaht Nation values, laws and customs is an asset.

Operational Requirements

- Must have a valid BC driver's license, vehicle, and ability to travel.
- Must have, or be willing to obtain a Class 4 BC driver's license
- This role may also include transporting students between Macoah and Ucluelet
- Satisfactory Criminal Record Check (Vulnerable Sector)

Why This Role Matters

This position directly supports the growth, confidence, and future opportunities of Toquaht citizens. You are not just coordinating programs — you are helping individuals move forward in meaningful ways.

What We Offer

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

- Pay rate is \$33-\$37.45/hr based on a 37.5-hour work week
- Extended health and benefits plan (Employer paid)
- Pension plan (5% Employee, 8% Employer)
- Regular vacation plus paid time off over the Christmas holidays
- 15 observed statutory holidays
- 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, 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. This position is open until filled.

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