



# ULKATCHO FIRST NATION

**P.O. Box 3430, Anahim Lake, British Columbia VOL 1C0**

---

## *Education Director Posting*

### **Who We Are**

Ulkatcho is a First Nation of Dakelh, Tsilhqot'in and Nuxalk ancestry whose offices are located in Anahim Lake BC on the Western edge of the Chilcotin District. We are 320 kilometres west of Williams Lake, and 135 kilometres east of Bella Coola. Outdoor enthusiasts will enjoy our region: Surrounded by the Rainbow Mountain Range, and home to excellent fishing lakes, wildlife tours guided horseback trip and hiking, and snowmobiling in the winter. Our small community of Anahim Lake, and the surrounding area has a population of approximately 1500 people. Ulkatcho First Nation membership is 1200, with 700 living on reserve in the community.

### **Department:**

Education. Permanent, Full Time.

### **Rate of Pay:**

Dependant Upon Qualifications

### **Job Summary:**

We seek a motivated, professional individual that is passionate about education in all forms to lead our Education Department.

- The Education Director is responsible to administer the education programme for all UFN students, is the main Point of Contact for UFN Post Secondary students, and ensures the administration and support leading to their success.
- Administers the Adult Education Program
- Oversees the operation of the Nagwuntl'oo School
- Manages anywhere between 5-10 staff
- Implement education policies, and maintain the integrity of the Education Department.
- Capable to manage projects from planning through to completion.
- Understands, implements and rationalizes processes where required.
- Oversee the Adult Education Department

- Work with the band manager in providing strategic direction
- Ensure that the fiscal budget for your department optimizes funding dollars

#### **Core Competencies:**

- Leadership
- Team Building
- Planning & Coordination
- Budgeting
- Communication & Reporting
- Strategic Decision Making

#### **Requirements:**

- Undergraduate Degree in General Studies, First Nations Studies, Planning, Commerce, or similar equivalent.
- Bachelor of Education, Masters of Education preferred.
- Extensive years experience in First Nations Government, preferably as an Education asset.
- Demonstrated success navigating multiple levels of government, and other agencies.
- Ability to bolster programme with grant crafting
- Ability to speak, and understand Dakelh culture is preferred
- Concise budgeting skills required

**Deadline:** This posting will remain open until filled.

**Working Conditions:** Work is performed in an office environment, with occasional travel.

**Licenses:** Valid BC Driver's License, clean Driver's Abstract and Criminal Record check.

#### **To Apply:**

Please send a cover letter, resume and three (3) references to the Ulkatcho First Nation Band Office by personal delivery to the receptionist, or to the Human Resources Director at [hr@Ulkatcho.ca](mailto:hr@Ulkatcho.ca)

Please indicate "Education Director Competition" in the subject line.

**Applicants of Ulkatcho First Nation and/or Aboriginal ancestry are encouraged to apply.**

This position will remain open until filled.

*We thank all those who apply; however, only short-listed applicants will be contacted.*