

JOB POSTING

Education & Training Director

Reports to: Executive Director

Job Duration: Full-time

Summary: The Director of Training oversees the coordination of training projects related to all Impact Benefit Agreement (IBA) monies received for training; working with direction from related committees and the Tahltan Central Government (TCG), as a whole. The successful incumbent will source, develop, and improve the scope and quality of education & training programs, initiatives, and services available to Tahltan Members. Improve the scope and quality of training programs and initiatives and services available to Tahltan Members. This position is critical to the successful funding, implementation, and reporting of training initiatives and for maintaining effective liaison with participating Universities, Colleges, Training Institutes, First Nations, Provincial Government representatives, and Federal Government representatives. This is not intended to replace the Tahltan Band Council or Iskut Band Council's respective Education Departments and services and is devised to work with those entities and add to their services.

Responsibilities:

- To serve the Tahltan Nation through advocacy, education, and training opportunities to increase capacity development for the Nation.
- Utilize and leverage various tools, programs, and training initiatives to prepare Tahltan members for employment in Tahltan Territory
- Oversee the Contact North Pilot Project in Tahltan Territory
- Sponsor Tahltan apprentices with the Industry Trades Authority of British Columbia to complete and attain Red Seal designation.

- Plan, implement, evaluate and report on IBA training monies and initiatives in accordance with the objectives established for each initiative within the IBA.
- Pursue external funding initiatives that address gaps in essential skills, training and certifications that would make Tahltan Members more employable, including skill enhancement for promotional opportunities.
- Research current best and wise practices of potential training initiatives that would benefit Tahltan Members and students and support TCG initiatives.
- Implement all training program logistics around training and certification programs, including hiring instructors, finding venues, etc., to ensure the program is communicated effectively to the Tahltan membership within a reasonable time and appropriately marketed.
- Regularly present in community and to Leadership regarding the Education & Training department
- Communicate regularly with all departments of the TCG to ensure training initiatives are relevant and available.
- Be heavily involved in Tahltan lead events such as: AME Roundup, Job Fair, PDAC etc.
- Liaise with funding agencies and provide all required financial and narrative reports on a timely basis.
- Liaise with Colleges, Universities, and Institutes of Technology, to ensure that training programs are relevant to the needs of Tahltan Members, negotiate MOU's and any other form of partnership for review by the TCG leadership before they sign off.
- Devise, communicate and implement, based on direction from the Tahltan Education and Training Board, a bursary process, including application, scoring system, communication of bursaries, and any marketing material to promote the process of bursary application, reception, scoring and awarding.
- Prepare all supporting documentation, scoring matrix, and communication with students for the 'Tahltan Education and Training Board bursary review' process. Ensure that board members have all the information necessary as identified to core bursary applications properly and fairly.
- Design, develop, and supervise the expansion of the TCG Education and Training department to reflect the continued growth and enhancement of the Education and Training Funding program.
- Manage work plan & budget as required.

Qualifications and Requirements:

- 5+ years related administrative and or education experience.
- Bachelor's Degree in either Business, Administration, Education and/or Human Resource would be an asset to this role.
- Knowledge of Tahltan issues, challenges, and delivery models.
- Ability to work effectively with others.
- Demonstrated presentation skills.
- Ability and willingness to travel in and out of Tahltan territory for TCG business and events.
- Required to visit exploration camps, some helicopter travel necessary.
- Proven effectiveness in project management.
- Ability to proficiently use email, office software which includes but not limited to: Word Processing, Spreadsheets, Presentation Software.
- Ability to work in a close team environment with others.
- Ability to work independently and take initiative to meet goals and objectives.
- Strong communication skills with proficiency in developing written communications and the development and delivery of oral presentations.
- Significant time will need to be spent in Tahltan Territory, however can be remote in some instances.

Personal Skills & Attributes:

- Bring a 'can do' attitude, with a teamwork mindset.
- Demonstrated leadership ability.
- Strong interpersonal skills, ability to communicate and manage well at all levels of the organization and with staff at remote locations, essential.

Remuneration and Work Hours:

- Salary will be based on responsibility, training, and experience.
- Work hours will be 9 am to 5 pm, Monday to Friday, however it is the nature of the position to work beyond regular office hours as well as weekends. Travelling may also be required.

Work location: It is preferred that the position be based in Tahltan Territory; however, applicants in the Lower Mainland are encouraged to apply.

How to apply: Please email your resume and cover letter stating, 'why you're the perfect candidate,' in PDF file format to hr@tahtlan.org with subject as **“Education & Training Director” Application, Attention Executive Director**

Tahltans are encouraged to apply via OnTrack

Any Questions? Contact Executive Director at executivedirector@tahtlan.org

Deadline for Application: December 12th, 2022

(Note: We reserve the right to hire sooner than the deadline if we secure a qualified candidate)