

JOB POSTING

Community Learning Guide for the Tl̓égōh'ín/Telegraph Creek Online Learning Centre

Reports to: Regional Learning Opportunities Coordinator

Job Duration: Part-time

Summary: The Tahltan Central Government is looking for a Community Learning Guide to serve Telegraph Creek, BC as per the service agreement with Contact North BC (CNBC). This position will support the Regional Learning Opportunities Coordinator (RLOC) by assisting with student support and recruitment, answering email and phone questions, and booking appointments for the RLOC as needed.

Responsibilities:

- Recruit students in the Telegraph Creek community, following the CNBC process.
- Develop community connections and be a referral source for community members.
- Prepare and maintain the online learning centre for students.
- Provide technology support to students or bring in appropriate information technology support as needed.
- Keep the Customer Relationship Management (CRM) system up to date with accurate data and ensure that all required fields are populated daily.
- Provide support and technical services to students studying from home.
- Record data at the end of each week on Requests for Services responded to in the online learning centre.

Qualifications and Requirements:

- High school diploma or equivalent.
- Experience with technology functions, such as audio, video, and web conferencing.
- Proficiency using Word, PowerPoint, Excel, and Outlook.

- Knowledge of Tahltan Culture and language would be an asset to this role.
- Data entry and sales experience is an asset.

Personal Skills & Attributes:

- Strong problem-solving skills.
- Takes direction well.
- Proven ability to exercise sound judgement and diplomacy through contact with students, faculty/instructors, local host, and other community stakeholders.

Remuneration and Work Hours:

- Up to 35 hours per week. Work hours are mainly daytime; however, flexibility is required to accommodate potential evenings and weekend access.
- \$22.00 per hour.
- Vacation and statutory holiday pay.
- Employee benefit plan available after initial 3-month probationary period.

Work location: This position is based in Tlĕgōhĭn/Telegraph Creek, BC.

How to apply: Please email your resume, including **2 employment references** and cover letter stating, 'why you're the perfect candidate,' in PDF file format to hr@tahltn.org with the subject "**Community Learning Guide**" Application, Attention **Regional Learning Opportunities Coordinator**"

Tahltans are encouraged to apply via OnTrack

Any Questions? Contact the Regional Learning Opportunities Coordinator at canicholson@contactnorthbc.ca

Deadline for Application: Tuesday, January 24th, 2023

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