

JOB POSTING

TCG Education Coordinator

Reports to: Education & Training Director

Job Duration: Full Time Position

Summary: In this role, you will be the first point of contact to provide administrative and interpersonal support to Tahltan Central Government (TCG) members who are applying to the TCG Education & Training Department program. You will actively assist the TCG Education & Training Director in implementing the TCG Education & Training Department's mandate. The administrative component will consist of data entry utilizing external and internal computerized systems, including use of all Microsoft Office systems with a strong focus on Excel. Interpersonal support requires excellent communication and relational skills with other TCG departments, external partnerships, including academic institutions, various federally-funded organizations, and the Tahltan Nation membership.

Responsibilities:

- Provide administrative and interpersonal support to the clients of the TCG Education & Training Funding Program and submit to TCG Education & Training Director for approval pathway. Follow up with students to ensure complete files.
- Support TCG Education & Training Director in implementation of all training programs offered by the TCG in Tahltan Territory such as Bootcamp and various other training opportunities. Travel to remote locations in extreme weather conditions will be required.
- Assist with the collection of applications for Tahltan bursaries, ensure applications are complete, and work with external organizations to score individual Tahltan applicants.
- Proficient in Excel with the ability to create and maintain spreadsheets with large numbers of figures with accurate data entry including ability to verify data, update existing data, and retrieve data for TCG reporting requirements as requested.
- Develop and maintain reporting methods and structures that meet information requirements for Tahltan members.

- Transfer data from paper format into computer files or database systems using keyboards, data recorders or optical scanners, and keep SharePoint records current and updated.
- Research on an ongoing basis, potential training initiatives that would benefit Tahltan members and students.
- Other related duties as determined by TCG Education & Training Director or TCG Executive.

Qualifications and Requirements:

- Proven experience in an administrative role requiring confidentiality and accuracy in Excel software.
- Valid Class 5 driver's license with reliable transportation.
- Must be willing to complete OnTrack profile and complete essential skills test.
- Working knowledge of office equipment and computer hardware and peripheral devices with basic understanding of databases.
- Familiarity with academic institution standard practices and application processes. Ability to research various academic programs and institutions across Canada.
- College certificate/diploma, degree preferred, or combination of education and experience in administrative capacity will be considered.
- Knowledge of Tahltan Nation overall, including challenges and delivery models.
- Ability to proficiently use email, office software which includes but not limited to: word processing, spreadsheets, SharePoint, presentation software.

Personal Skills & Attributes:

- Strong communication skills, both oral and written, and customer service skills.
- Ability to work independently as well as collaboratively as part of a team in a respectful and professional manner.
- Demonstrated willingness to learn and flexibility in all areas of employment.
- A strong self-starter that brings a can-do attitude to the position to ensure work is completed on time and on target.

Remuneration and Work Hours:

- Work is 9:00 am – 5:00 pm Monday to Friday; however, the position may require duties to be completed outside regular working hours and/or weekends. Travel may also be required.

- Salary will be based on responsibility, training, and experience.

Work location: It is preferred that the position be based in Tahltan Territory; however, applicants in all geographical areas are encouraged to apply as work can be done remotely.

How to apply: Please email your resume and cover letter stating, 'why you're the perfect candidate,' in PDF file format to hr@tahltn.org with the subject "**TCG Education Coordinator Application, Attention Education and Training Director**"

Tahltans are encouraged to apply via OnTrack

Any Questions? Contact the Education Director at educationdirector@tahltn.org

Deadline for Application: Tuesday, January 24th, 2023

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