

**First Nations Education Authority**  
Suite 703 – 100 Park Royal South  
West Vancouver, BC V7T 1A2  
[www.fneajurisdiction.ca/careers](http://www.fneajurisdiction.ca/careers)  
[careers@fneajurisdiction.ca](mailto:careers@fneajurisdiction.ca)

## **MANAGER, COLLECTIVE JURISDICTION**

**Seeking a dedicated and talented manager for a meaningful role  
in implementing First Nations education jurisdiction**

### **About FNEA**

FNEA, which became formally operational in 2022, is an independent body that assists First Nations in BC that have assumed jurisdiction, or law-making authority, over their K-12 education systems on their land through sectoral self-government agreements.

First Nations in BC have been working to have jurisdiction over their education recognized by Canada and BC for more than two decades. First Nations control of First Nations education is a foundational principle behind the education jurisdiction initiative. FNEA was established because early in the jurisdiction initiative, First Nations determined they wanted to jointly exercise jurisdiction through a collective authority over the following four areas: teacher certification, school certification, graduation certificates, and approval of courses required for graduation. First Nations, with support from the First Nations Education Steering Committee (FNESC), FNEA, and others, collectively developed the regulatory processes for each of the four areas of collective jurisdiction that FNEA is responsible for.

FNEA is led by a board of directors appointed by Participating First Nations (PFNs). FNEA works in close partnership with FNESC, the First Nations Schools Association (FNSA), the BC Ministry of Education and Child Care, Canada, and other partners to support PFNs and the implementation of First Nations education jurisdiction.

### **Position Overview:**

Reporting to the Executive Director, the Manager of Collective Jurisdiction will be responsible for managing FNEA's collective jurisdiction programs in each of the four areas of collective jurisdiction. This role involves leading the effective delivery of certification and regulation services and programs to PFNs by developing and implementing plans to meet FNEA's regulatory responsibilities as set out in FNEA rules, policies, and procedures as well as in legislation and agreements.

In this impactful role in supporting PFNs' student success, the Manager of Collective Jurisdiction will develop a thorough understanding of FNEA's regulatory frameworks; develop and maintain effective collaborative relationships with internal teams, PFNs, and education partners; and manage, plan, and deliver certification and regulation services and programs to fulfill FNEA's regulatory requirements.

### **Duties and Responsibilities**

- Manage the delivery of certification and regulation services and programs in compliance with FNEA rules, policies, and procedures.

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- Monitor and evaluate program performance and analyzing data and feedback to make informed recommendations for program improvements.
- Address challenges and obstacles to program implementation, seeking innovative solutions and adapting strategies as needed.
- Provide regular updates and reports to senior leadership and the FNEA board on program status, outcomes, and impact.
- Develop, establish, and maintain administrative processes and systems to support program delivery, including the development of forms, policies, procedures, and checklists.
- Oversee the recruitment, training, and professional development of program staff to maintain high-quality standards.
- Collaborate with internal team, FNEA, the Ministry of Education to advance program objectives.
- Establish and maintain strong and collaborative working relationships with PFNs, PFN school leaders, FNEA, and other partners to support program objectives.
- Support the internal team's consultation and engagement regarding regulatory matters with PFNs and Engaged First Nations as well as with education partners and advisors.
- Collaborate with internal communications team and partners on the development and delivery of communications and outreach materials and initiatives.
- Develop and provide training on regulatory matters to representatives of PFNs and EFNs as well as members of the FNEA board and regulatory committees, rosters, panels, and other relevant parties.
- Provide file reports and briefings as required to colleagues, the FNEA board, committees, panels, and other relevant parties.
- Research relevant matters to support development policy development.
- Perform other related duties as required.

**Requirements:**

- A bachelor's degree in education, law or a relevant field (e.g. public administration, public policy), combined with a minimum of five years' relevant experience in program management, preferably in an education or public sector setting with demonstrated ability to plan, execute, monitor, and evaluate complex programs and initiatives, or an equivalent combination of education and experience.
- Knowledge of BC First Nations communities, history, and culture, ideally with experience working with First Nations communities and in First Nations education.
- An experienced team leader with a proven background in coaching, mentoring, and developing capacity for team member performance.
- Experience in policy development and implementation.
- High professionalism, excellent interpersonal skills, and ability to foster positive, safe, respectful, and healthy work relationships and environments.
- Excellent analytical skills combined with sound judgement.
- Team-oriented with excellent verbal and written communication skills.

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- High attention to detail, excellent organizational skills, and the ability to multi-task.
- Proficiency with Microsoft Office.
- Ability to travel within BC on occasion.
- Satisfactory criminal record check.

All FNEA employees are required to be fully vaccinated for COVID-19 and provide proof of vaccination upon hire, unless approved for an accommodation.

**We offer:**

- The salary for this position is \$90,000 - \$110,000 per year;
- Four (4) weeks of paid vacation as well as two (2) weeks of paid vacation at Christmas time (with the latter being subject to annual Board approval);
- A competitive benefits package;
- An annual professional development subsidy.

FNEA offers a highly inclusive and collaborative work environment. Working with FNEA provides the opportunity to truly make a difference for generations to come through supporting PFNs with the implementation of education jurisdiction on their lands.

This is a full-time (35 hours per week) position based at the FNEA office in West Vancouver. Hybrid working arrangements are available. Regular office hours are Monday to Friday from 8:30am to 4:30pm. Some occasional weekend and evening work may be required.

**To Apply**

To apply, please email your cover letter and resume to [careers@fneajurisdiction.ca](mailto:careers@fneajurisdiction.ca) with the subject line “Manager, Collective Jurisdiction”.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.