

**First Nations Education Authority**  
Suite 703 – 100 Park Royal South  
West Vancouver, BC V7T 1A2  
T: 778-994-3213 F: 604-6089386  
[www.fneajurisdiction.ca/careers](http://www.fneajurisdiction.ca/careers)  
[careers@fneajurisdiction.ca](mailto:careers@fneajurisdiction.ca)



## **PROGRAM COORDINATOR, CERTIFICATION**

Reporting to the Senior Manager, Certification at the First Nations Education Authority (FNEA), the Program Coordinator will play an important role in supporting the planning, implementation, and management of FNEA's certification programs.

### **About FNEA**

Established in July 2022, FNEA 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. FNEA is led by a board of directors appointed by Participating First Nations (PFNs). FNEA exercises jurisdiction over education matters delegated to it by PFNs, which include teacher certification, school certification, graduation certificates, and approval of courses required for graduation. FNEA works in close partnership with the First Nations Education Steering Committee (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:**

The Program Coordinator at FNEA plays a crucial role in supporting the planning, implementation, and management of certification and regulation programs under the supervision of the Senior Manager, Certification. Responsibilities include supporting certification processes, regulatory compliance, conducting assessments, and building partnerships with stakeholders such as PFNs, BC, Canada, FNESC, and FNSA. Strong communication skills are vital for carrying out regulatory functions, providing updates, drafting reports, managing correspondence, and supporting investigations. The role aligns strategically with organizational goals to enhance program and service delivery to PFNs.

### **Duties and Responsibilities:**

- Conduct orientation and training programs to ensure familiarity with FNEA's functions, policies, rules, and agreements with PFNs and partners.
- Support the planning, implementation, and management of FNEA's certification and regulation programs under the guidance of the Senior Manager, Certification.
- Collaborate with team members to develop forms, policies, and processes for certification and regulatory functions.
- Monitor and evaluate program performance, proposing improvements based on data and feedback.
- Ensure program activities align with FNEA's mandate and strategic objectives.

- Attend meetings, take minutes if needed, and follow up on action items to support program objectives.
- Provide regular updates and reports to senior leadership on program status and outcomes.
- Prepare accurate and clear correspondence regarding FNEA's regulatory activities.

**Other Responsibilities:**

- Assist the Senior Manager and Executive Director with additional tasks related to the delivery of FNEA's various certification and regulation programs as required.

**Required Qualifications:**

- Knowledge of First Nations communities, history, and cultures.
- Bachelor's degree in a relevant field such as education, public administration, social sciences, or a related discipline; or a combination of equivalent practical experience.
- Minimum of one year experience in program coordination, event planning, or related roles, with the ability to manage multiple projects simultaneously.
- Strong organizational skills and attention to detail, to ensure regulatory compliance and operational efficiency.
- Excellent communication skills, both verbal and written, for reporting, correspondence, and engagement with PFNs and partners.

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

**We offer:**

- The salary for this position is \$55,000 - \$65,000 per year;
- Three (3) 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 pension and dental and health benefits package; and
- 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, with one-hour for lunch. 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 "Program Coordinator".

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