

	JOB POSTING
	<p>Education Coordinator Department: Education Reports to: Director, Education</p>

Who We Are

We, the We Wai Kai, embrace our language and culture to build a proud, healthy, safe, and self-sufficient community. We support and encourage each other to thrive through following the footsteps of our ancestral history, as stewards of our lands and waters, while balancing our role in modern day society.

Today, we are proud of our efficient government operations, ensuring a high quality of life for our members. To enhance this, we are also focused on existing and emerging economic development opportunities that will position us for continued growth and re-investment in our community. We pride ourselves on being a strong, self-sufficient Nation and look forward to what the future holds.

Position Summary

The Education Coordinator supports the We Wai Kai Nation’s commitment to fostering the social, emotional, physical, and academic wellbeing of its members through education programming. Reporting to the Director of Education, the Education Coordinator is responsible for the coordination, administration, and delivery of the department’s programs and services. This role supports students (K–12, post-secondary, and trades), liaises with families and educational institutions, administers funding processes, and maintains accurate student records and reporting systems. The incumbent plays a key role in ensuring students receive timely support, funding access and guidance throughout their educational journey.

Responsibilities:

Student Support & Advocacy

- Provide direct support to We Wai Kai students enrolled in K–12, post-secondary, and trades programs.
- Serve as a liaison between students, families, schools, training institutions, and funding agencies.
- Monitor student progress and provide guidance on academic planning, funding requirements, and program expectations.

Program Administration & Funding

- Coordinate and administer education funding applications in accordance with Nation policies and applicable funding agreements.
- Support students in completing funding applications and required documentation.
- Track funding allocations, deadlines, reporting requirements, and compliance obligations.
- Assist in the development and delivery of education programs, workshops, and events.

Records & Data Management

- Create, maintain, and update a secure and confidential database of all We Wai Kai Nation students.
- Maintain accurate student files, records, reports, and documentation in accordance with privacy and records management standards.
- Prepare statistical and narrative reports as required by the Director of Education and funding agencies.

Administrative Support

- Provide administrative support to the Education Department, including scheduling, correspondence, and file management.
- Ensure records are organized in a professional, secure, and searchable manner.
- Support departmental planning and community engagement initiatives as required.

Qualifications

- Post-secondary education in education, administration, social services, Indigenous studies, or a related field is considered an asset.
- Demonstrated experience accessing, administering, or managing funding programs or financial resources.
- Experience organizing programs, events, or community initiatives.
- Strong organizational, time management, and problem-solving skills.
- Excellent written and verbal communication skills.
- Strong interpersonal skills with the ability to build respectful relationships with students, families, and partner organizations.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and database systems.
- Ability to work independently while contributing effectively within a team environment.
- Understanding of and respect for Indigenous culture, traditions, and community dynamics.
- Clean Criminal Record Check (including Vulnerable Sector).

This position requires sound professional judgment and a strong understanding of First Nation education program administration and funding processes. Strong organizational, communication, and computer skills are essential, along with the ability to work independently, exercise discretion, and build effective relationships with students, families, and partner institutions. This position is nominally scheduled to work Monday to Friday dayshift 8:30am – 4:30pm but will often require flexibility and additional time to deliver its supportive mandate.

Job Type: Full time, Permanent

Hourly Wage: \$32.97 – 41.21/hour

Application Deadline: Mar 13, 2026

Benefits: Extended Health and Dental, Virtual Health Care

Pension: Generous pension matching contributions of up to 9%

To apply, please submit your resume and cover letter directly to careers@wewaikai.com.

We Wai Kai Nation is an equal opportunity employer and, in accordance with applicable legislation, reserves the right to give preference to qualified Indigenous applicants.