



Malahat Nation

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EMPLOYMENT EDUCATION & TRAINING PROGRAM LEAD

REPORTS TO Director of Community Programs

START AS SOON AS POSSIBLE

COMPENSATION \$78,334.85 to \$80,684.89 per annum (NEE: 24) to

STATUS 1 - Fulltime Permanent

\$85,545.63 to \$88,112.00 per annum (NEE: 27)

35-hours per week

- the above rates are subject to education, experience,
and/or a combination of both.

***We are looking for fun, energetic, dependable and organized staff to join our dedicated team!
Our staff are offered amazing opportunities for professional growth and development.***

Malahat Nation represents approximately 350+ members with two reserve lands located on the western shore of Saanich Inlet, south of the village of Mill Bay, about 40-kilometres north of Victoria, British Columbia. Malahat Nation is looking for the right candidate to join our Community Programs Department. Malahat Nation places great importance on increasing the participation and success rates of Malahat Nation members in education, training, and development. This position is ideal for you if you are an innovator able to engage in the community and you have a strong desire to make a difference in our community.

PURPOSE: Reporting to the Director of Community Programs, the Education Employment & Training (EET) Program Lead, will be responsible for oversight and administering education, training and employment programs, services and supports for Malahat Nation Members. This includes developing and delivering education, training and advisory services and programs that are culturally grounded, community-driven, and aligned with long-term goals for self-determination, lifelong learning, and economic development. *This position is a fulltime permanent position based in the office with the possibility of a hybrid working arrangement, with minimal local travel as required.*

RESPONSIBILITIES:

Education Supports & Services

- Coordinate education supports for Malahat Nation Members from K–12 through post-secondary and adult education.
- Supervise staff as assigned, supporting staff growth and development, developing training and work plans, performing mid-year and annual staff evaluations for review by the Director of Community Programs and addressing any performance management issues that may arise in accordance with the Human Resources (HR) Policy.
- Collaborate with the Education Liaison to support student advocacy, attendance monitoring, parent engagement, and school communication.
- Support the development and implementation of the Local Education Agreement (LEA) with the Cowichan Valley School District and participate in meetings as required.
- Advocate for culturally safe learning environments and the inclusion of Indigenous language, culture, and history.
- Facilitate parent workshops and community information sessions on graduation requirements, post-secondary pathways, and student support.
- Plan and coordinate education ceremonies and events celebrating student achievements.
- Oversee K–12 program supports including school supplies, student allowances, transportation, and related assistance, as applicable.

Post-Secondary & Adult Education

- Support Adult and Post-Secondary learners with program selection, applications, and access to upgrading or certification programs.
- Coordinate tuition payments, allowances, and financial support in accordance with policies and funding agreements.
- Liaise with post-secondary institutions and assist students in navigating processes.
- Oversee the Community Adult Literacy Program and ensure programming reflects community needs.
- Build partnerships with colleges, training providers, and literacy networks to expand opportunities and reduce barriers.

Employment & Training Programs

- Coordinate culturally relevant employment and workforce development programs, including certifications and skills training.

- Support members with career planning, job readiness, and connections to employment, internships, and training opportunities.
- Liaise with employers, contractors, and partner organizations to identify opportunities for members.

Grant Development & Funding Management

- Identify and pursue funding opportunities for EET programs.
- Prepare grant applications, proposals, and required reporting.
- Support departmental budget planning, monitoring, and reporting in collaboration with the Director of Community Programs and the Finance Department.

Member Support

- Build respectful relationships with members to understand their education and employment goals.
- Provide individualized education and career planning and connect members to training and learning opportunities.
- Apply Indigenous-centered and trauma-informed approaches and help address barriers to participation.

Governance, Engagement, & Administration

- Represent Malahat Nation at meetings, workshops, and community events as required.
- Maintain relationships with schools, training providers, and community partners and share program information with the community.
- Maintain program records, track data, and prepare reports for the Director of Community Programs and Chief and Council.
- Follow organizational policies, participate in staff meetings and professional development, and assist with community initiatives and other related duties as assigned.

FOUNDATIONAL KNOWLEDGE REQUIRED:**Indigenous Perspective**

- Recognizes and respects all cultural diversity and has an understanding and respect for Malahat Nation culture.

Western Ways

- Bachelor's Degree Education, Human Services, Employment Services, Administration, Social Sciences, or related field required.
- Minimum of 2-years of demonstrated relevant experience.
- Current Criminal Record Check (CRC) including mandatory vulnerable sector search.
- Valid BC Driver's License and reliable vehicle required.

EDUCATION & EXPERIENCE - OTHER:

- Masters in related field is preferred.
- Training in Trauma Informed Approach to education & learning is an asset.
- Life Skills certification and/or Certified Employment Counselor is an asset.

SKILLS, KNOWLEDGE, & ABILITIES:

- Experience working in Indigenous communities and working knowledge of indigenous education issues, challenges, and delivery models.
- Experience with a trauma informed approach to Indigenous learning and student support.
- Experience preparing and maintaining budgets.
- Strong written and verbal communication skills.
- Ability to take initiative and be a strong-team participant.
- Ability to maintain strict confidentiality with sensitive information.
- Demonstrated knowledge of and experience in adult education, group facilitation, and public speaking.
- Strong organizational and time management skills with the ability to manage multitask.
- Proficiency with computers and software i.e., Microsoft Office Suite, Excel, Adobe, and communication tools such as Canva and Facebook.

Interested applicants are invited to submit a current resume, a detailed cover letter and three references. Please reference the JOB TITLE in the SUBJECT LINE.

Human Resources Department, Malahat Nation

In person, fax 250-743-3251 or via email

EMAIL: careers@malahatnation.com

WEBSITE: <https://malahatnation.com/jobs/>

DEADLINE: 4:00PM, Monday, May 18, 2026