

Job Title: 'Na Aksa Gila Kyew Learning Centre
Administrative Clerk

Term: Full Time

Start Date: July 1, 2015

Posted: April 27, 2015

Application Deadline: May 8, 2015



'Na Aksa Gila Kyew Learning Centre (NAGK) is seeking to fill a challenging but rewarding administrative clerk position. As a member of the NAGK educational team the Administrative Clerk will primarily provide administrative services and support to the Principal.

NAGK is a member of the First Nations Schools Association. The local Ts'msyen territory plays a vital role in our dynamic educational experience to best serve the needs of the students and families of this Ts'msyen territory. NAGK education focuses on collaboration and co-planning to effectively differentiate within its project-based Kindergarten to Grade 12 program. The Ts'msyen Sm'algyax language is a foundation throughout our school program that is strongly supported by the community and its leadership.

Key Requirements:

- Current Criminal Record Check
- Valid Class 5 BC Driver's License, Full license preferred
- Minimum Grade 12 education, plus one year post-secondary certificate
- Minimum one year experience working collaboratively within a school environment
- Flexibility with schedule, including some evenings and weekends
- Desire to work interdependently in a dynamic school environment
- Interest to work in a culturally responsive environment
- Ability to work well under pressure and with tight deadlines
- Ability to effectively liaise and communicate both oral and written, using tact and confidentiality with the educational team, families, community, leadership and others associated with NAGK
- Willingness to learn and use Ts'msyen Sm'algyax language daily
- Willingness to organize and actively participate in community and cultural activities

Interested individuals who are looking to grow personally and professionally within a holistic learning environment should apply, without hesitation. Please submit your cover letter, resume, and work references, via email. If you require another method of submission please call the number below. Your submission will be confirmed within 24 hours.

Only short listed applicants will be called for an interview by the end of the business day of May 29, 2015.

Attention: **Colleen Austin, Principal**, kalumteacher@gmail.com
Phone: 250-615-2844