

Education Facilitator



Cariboo-Chilcotin School District encompasses forests, lakes, plains, and mountains across a large geographic area on the traditional and unceded territories of the Secwepemc, Tsilhqot'in, and Dakelh First Nations. Rich indigenous culture, thriving small towns and rural communities, with boundless opportunities for fishing, hiking, and hunting provide a broad range of cultural and outdoor experiences. There is something for everyone in the Cariboo-Chilcotin, which is why so many people will come for a visit and stay for a lifetime!

Our district is home to approximately 4600 students across 22 schools. Our two main centers are Williams Lake and 100 Mile House, but we extend out to Dog Creek, Likely, Big Lake, Horsefly, Nemiah Valley, Alexis Creek, Tatla Lake and Anahim Lake.

The Position

Under the direction of the Superintendent or designate, the Education Facilitator is a key member in developing, coordinating, and providing insight on education programs, which will include careers development programs. This position will work with a variety of external and internal stakeholders to create and plan district events, support education programs and learning activities for students.

Key responsibilities include:

- Coordination of district mentorship program
- Administration of field trip applications
- Registration and event management for professional learning
- Coordination and organization of educational program events across the district. These may include Heavy Metal Rocks, Junior Fire Attack, and Trades opportunities for youth.
- Manage application process for district programs and services including Career and Trades
- Facilitation of meetings within Education Department and with schools, parents/caregivers, and community partners.
- Maintenance of accurate records for student placements in trades and other programs
- Invoicing, purchasing, and financial reconciliation
- Management including ordering of district educational resources including classroom kits
- Creation of materials (including digital and online), and presentations to promote and support a variety of programs and initiatives.

Required Knowledge, Abilities and Skills

- Diploma in Business/Office Administration with 3 years' experience in an office environment
- Successful experience working in public education and/or work with youth is an asset
- Demonstrated understanding and commitment to Truth and Reconciliation
- Previous successful event experience for small and large events
- Demonstrated initiative, creativity, and organization in planning
- Experience with writing grant proposals and submissions
- Ability to work collaboratively and co-operatively with external and internal stakeholders
- Ability to present to groups, explain information, and provide instruction to others where needed
- Excellent decision making and problem-solving skills

Education Facilitator



- Superior organizational skills and attention to details
- Proficient computer skills (including Microsoft Teams, Word, Excel and Power Point) and ability to adapt and learn other specialized software
- Commitment to confidentiality and professionalism

The salary range for this position is \$76,559 to \$82,000 per year with a comprehensive benefits package and Municipal Pension. Placement on the salary range is dependent on qualifications and experience.

To explore this career opportunity, please submit an application, complete with resume, documentation supporting credentials and three professional references by 1:00 pm Wednesday August 7, 2024. Interested candidates may submit their application through www.makeafuture.ca or directly to:

Taryn Aumond, Director of Human Resources
School District No. 27 (Cariboo-Chilcotin)
Email: taryn.aumond@sd27.bc.ca

School District No. 27 appreciates the interest of all applicants, however, only those selected for an interview will be contacted. Successful applicants will be subject to a criminal record check.