LHEIDLI T'ENNEH - MAIN BAND OFFICE
1041 Whenun Road | Prince George, BC V2K 5X8 | p: (250) 963-8451 or 1-877-963-8451 | f: (250) 963-6954
www.lheidli.ca

Lheidli T'enneh

JOB POSTING

Position:	Education Assistant
Division/Department:	Education
Salary:	$23-$25 hourly (based on education and experience)
Type of Position:	Permanent full-time position
Location & Hours:	Based in community at the Southside Band Office, 22 km away from downtown Prince George or any other office location of Lheidli T'enneh, Monday to Friday, 8:00 AM to 4:30 PM, 37.5 hrs./week with overtime as required

General Description:

Deliver and monitor programs and services to Lheidli T'enneh students ages 5–18 within public, independent, and private schools, and reporting on these programs and services. Assist and support the Education Manager with relevant duties as directed related to post-secondary funding applications and student files. High level of office administration required.

Job Description:

- Attend monthly Education Committee meetings with the Education Manager and other regulated service program meetings as required
- Develop posters and other advertisement materials for events and circulate through all forms of Lheidli T'enneh media that includes but not limited to social media, staff and student email, and Lheidli T'enneh offices
- Proficient computer skills to ensure a high quality of service is delivered to students in a timely manner
- Ensure annual K-12 student enrollment record keeping is accurate, maintained and accessible to the Education Manager for student support and Nominal Role purposes
- Advocate on behalf of Lheidli T'enneh students
- Excellent communication, conflict resolution, and advocacy skills
- Provide one-on-one and group setting mentoring

- Excellent organization skills for record keeping and maintaining student files
- Organize student workshops and meetings with the approval of the Education Manager
- Develop and maintain supportive relationships with elementary, high school and post-secondary staff within schools and institutions which Lheidli T'enneh students attend
- Share programming opportunities with students ages 15-18 provided by the Capacity Development and Training Department and encourage students to participate
- Provide students with information and opportunities as well as assist them with accessing educational, employment, social, and recreational supports and services

Education / Cultural:

- Regular school visits to build relationships with Lheidli T'enneh students
- Coordinate afterschool homework groups
- Ensure qualified tutors are provided for advanced academia
- Planning with the Education Manager and coordinating Parent Teacher Nights
- Set up of information workshops and sessions based on need
- Ensure student psychological and educational assessments are up to date with individual student files
- Traditional sharing circles with school staff, parent/guardians and other service providers
- Assist the Education Manager with planning various events and land based activities
- Basic life skills administration

Administrative Duties:

- Quality standard of knowledge working within Microsoft 365 – Word, Excel, Outlook, Teams, Zoom, Power Point, and Canva creating and formatting documents, brochures, posters and flyers
- Monthly Education Committee meeting minutes provided to the Education portfolio holder Counselors, Education Committee, Director of Community Services, and Education Manager
- Assisting the Education Manager with various reporting, following assigned structures and procedures, such as Indigenous Services Canada reporting
- Ensure that all reporting is reviewed by the Education Manager before submission

- Attend all community meetings pertaining to students
- Maintaining updating to student files with required supporting documents
- Annually obtain K-12 Informed Consent for Release of Information forms
- All other relevant duties assigned

Competencies / Experience:

- Secondary School Diploma (Grade 12) required. Post-secondary education and/or a relevant certificate or diploma in administration, education, or a related field is preferred.
- One year of related experience with an Indigenous community/organization is an asset
- Skilled with maintaining confidentiality of information, professional work ethic and taking direction from a supervisor
- Ability to work independently, as well as part of a multi-disciplinary team
- Proficient in Microsoft 365 – Word, Excel, Outlook, Teams, Zoom, Power Point, and Canva creating and formatting documents, brochures, posters and flyers
- Must have positive criminal record check including vulnerable sector
- Valid Class 5 BC or equivalent driver's license

Application: Deadline: April 17th, 2026

Start Date: Per department assessment

Benefits:
Lheidli T'enneh offers full benefit package after three (03) months which includes extended health, dental insurance, disability, life insurance. On top of salary and vacation pay, we also provide 18 days of paid elective days in a calendar year, two (02) weeks of paid additional vacation during Christmas, % matching pension plan, mileage allowance/use of company vehicle for work purposes etc.

How to apply:

Submit resume with cover letter merged as one document, clearly stating the position you are applying for and three work related references, via email to the address listed below. Personal references will not be accepted.

Human Resources
Lheidli T'enneh First Nation
1041 Whenun Road, Prince George, BC V2K 5X8
Website: http://www.lheidli.ca
Email: hr@lheidli.ca

Preference will be given to individuals with Lheidli T'enneh membership who meet the qualifications. No phone calls will be accepted