



Kwikwasut'inuxw Haxwa'mis First Nation

General Delivery, Gilford Village, BC, V0P 1S0

Phone: 250-974-3001 Fax: 250-974-3036

KWIKWASUTINUXW HAXWAMIS IS HIRING: EDUCATION CLERK

<u>Employment Detail</u>	<u>Employment Detail</u>
Position Title	First Nations Education Clerk
Department	Education & Administration
Reports To	Band Manager
Work Location	Remote (with opportunity to visit Gwa'yas'dams / Gilford Island)
Hours & Schedule	Permanent Part-Time
Pay Range	\$25.00 – \$30.00 per hour (based on qualifications and experience)
Application Email	jobs@khfn.ca



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JOB SUMMARY:

The Kwikwasut'inuxw Haxwamis is seeking an organized, community-minded and detail-oriented Education Clerk to manage and support our educational programs. Reporting to the Band Manager, the Education Clerk is responsible for administering student support for both Post Secondary Education (PSE) and K-12 Nominal Roll programs.

This key administrative role manages student records in the Education Information System (EIS), coordinates financial support for post-secondary students, fulfills annual reporting requirements with Indigenous Services Canada (ISC), liaises with regional educational organizations, and supports the establishment of the KHFN Education Committee.

Due to the remote location of our reserve on Gilford Island, BC, this position is structured to be performed remotely, with opportunities for community visits.

KEY RESPONSIBILITIES:

1. Post-Secondary Education (PSE) Administration

- **Student Application Processing:** Receive, review, and process student applications for the Post-Secondary Student Support Program (PSSSP) and University and College Entrance Preparation Program (UCEPP) in alignment with national and local guidelines.
- **Student Financial Supports:** Assist in coordinating approved student funding allocations, including monthly living allowances, tuition disbursements, textbook allowances, and required course fees.
- **Student File Management:** Maintain confidential, organized physical and electronic files for all registered post-secondary students, tracking academic progress and course completions.
- **Annual PSE Reporting:** Complete and submit the annual Register of Post-Secondary Education Students to ISC prior to the annual August 31 deadline and assist with bringing past reporting up to date.



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2. K–12 Education & Nominal Roll Management

- **Nominal Roll Registry:** Compile, verify, and maintain the annual Nominal Roll registry for all eligible K–12 elementary and secondary students living on reserve.
- **Joint Verification Process (JVP):** Participate in the annual Joint Verification Process alongside School District No. 85 (Vancouver Island North) and independent school partners to ensure accurate student records and tuition funding calculations.
- **Student Supports & Transfers:** Assist families with K–12 student registrations, online school setups, and accommodation support requirements.

3. Data Management & EIS Operations

- **System Operations:** Maintain access to and input data into ISC's online Education Information System (EIS) for all K–12 Nominal Roll and PSE submissions.
- **Data Integrity & Compliance:** Ensure all student data, Data Collection Instruments (DCIs), and reporting documentation are completed accurately and on time.

4. Inter-Agency Liaison & Collaboration

- **Government & Steering Bodies:** Serve as a primary operational point of contact with Indigenous Services Canada (ISC) Education Programs Advisors and the First Nations Education Steering Committee (FNESC).
- **School District Collaboration:** Maintain effective communication with local public-school administrators and principals regarding community student needs.

5. Committee & Community Support

- **Education Committee Support:** Establish & support the work of a KHFN Education Committee. Provide administrative coordination for the establishment and ongoing meetings of the KHFN Education Committee.
- **Student & Family Guidance:** Respond promptly and respectfully to education inquiries from Band members, providing guidance on available funding tools, scholarships, and bursaries.
- **General Administrative Support:** Develop and/or update a KHFN Education Policy. Ensure compliance with education policy and band procedures. Prepare meeting agendas, take minutes, draft correspondence, and maintain reporting schedules for the Education Department.



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REQUIREMENTS & QUALIFICATIONS:

- **Education:** Grade 12 diploma or equivalent required. Certificate or diploma in Office Administration, or First Nations Education Management is considered a strong asset.
- **Experience:** 1–3 years of administrative or office support experience, preferably within a First Nation administration, Indigenous organization, or educational setting.
- **Technical Skills:**
 - Advanced proficiency with Google Workspace (Gmail, Calendar, Docs, Sheets) and Microsoft Office Suite.
 - Familiarity or experience with government database systems such as ISC's Education Information System (EIS) or standard database tools.
- **Cultural Competency:** Appreciation and deep respect for First Nations culture, traditions, protocols, and on-reserve community dynamics. Experience in working with First Nations communities and/or organizations is an asset
- **Confidentiality:** Proven ability to handle highly sensitive personal records, financial information, and student files with strict discretion.
- **Communication & Organization:** Excellent verbal and written communication skills with strong organizational habits and deadline-tracking abilities. Ability to develop and maintain effective working relationships with peers, managers and community members.

Compensation & Benefits

- **Wage Rate:** \$25.00 – \$30.00 per hour (commensurate with qualifications and experience).
- **Working Hours:** 20-25 hours per week with weekly hour fluctuations dependent on operational demands.
- **Benefits Package:** KHFN has full complementary benefits and retirement plan with generous paid time off policies including sick days, holiday breaks, and cultural days. KHFN has full complementary benefits and retirement plan.
- **Professional Development:** Fully funded training sessions, webinars, and workshop travel opportunities supported by FNECS and ISC.



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How to Apply

Interested candidates are invited to submit their cover letter and resume detailing relevant experience to:

- **Email:** jobs@khfn.ca
- **Subject Line:** Application: First Nations Education Clerk

Preference will be given to qualified Kwikwasut'inuxw Haxwa'mis First Nation members and First Nations applicants with cultural sensitivity and familiarity with on-reserve education challenges and opportunities. We thank all applicants for their interest; however, only those selected for an interview will be contacted.