



Job Posting: Program Assistant

We are seeking a motivated individual to join our team as Program Assistant, to support the second offering of the Haida Gwaii Semester in Reconciliation Studies in the communities of Gaaw *Old Massett* and Masset. Learn more about this program, and our work at <www.hghes.ca>.

The Position

The Program Assistant plays an important role within our team and to the program; it involves working closely with students to support their learning and overall experience, helping instructors with their course logistics, interfacing with community, and many other day-to-day details that ensure things run smoothly.

The program is new and still growing into itself. It requires someone that is patient, engaged, and willing to take on a challenge. The person in this position will have the full support and guidance of our team, but must be comfortable working independently and occasionally stepping into leadership roles.

This position can include flexible/part time training in the spring of 2018 depending on the successful candidate's interest and availability. It will be full time from September to December, 2018 at 35 hours per week. Wage is commensurate with experience.

Duties & Responsibilities

- Coordinate day-to-day program logistics, with direction from the Operations Manager
- Organize student transportation to and from class, and on field excursions
- Provide continuity throughout the different phases of the program; supporting students with the whole learning experience in the classroom and the wider community
- Supporting instructors as needed (introducing local guest speakers as they join the program, basic classroom management, etc.)
- Provide community outreach and help with our relationship building

Qualifications

- Living in Gaaw *Old Massett* and/or Masset, with a strong connection to community is an asset
- Knowledge of and deep respect for Haida culture
- Experience in community event planning
- Experience with cultural and ecological interpretation and outdoor leadership
- Experience working with youth and educational programming

- Excellent interpersonal and communication skills; ability to effectively work with a variety of people in a respectful and professional manner
- Highly organized
- Proficient computer skills and ability to operate basic office equipment
- Emotional intelligence competencies, including ability handle conflict and adequately cope with stress
- Demonstrated sound work ethic, effective leadership skills and ability to supervise/coordinate groups
- Unrestricted class 4 license, or willingness to obtain
- Satisfactory criminal record check

To Apply

Interested applicants should send a cover letter, resume and two references to <director@hghes.ca>. Only those candidates selected for an interview will be contacted. For more information about the position, please reach Carlos Ormond at the above email address or at 250-559-7885 ext. 232.

Closing date: May 14, 2018