



# NAK'AZDLI WHUT'EN Education Department

P.O. Box 1329, Fort St. James, B.C. V0J 1P0  
(T) 250-996-7171 (F) 250-996-8010

## Job Posting **STUDENT MENTOR**

Nak'azdli Whut'en is seeking an energetic individual to join Nak'azdli Whut'en Education team. This person will have a positive and supportive attitude and will be an invaluable member of the team in determining how to best support the needs of our students attending both Elementary and Secondary school, on an as needed basis. The primary focus will be Secondary School students attending in Fort St. James Secondary School.

### **Duties & Responsibilities:**

- The mentor will be responsible for developing relationships with the student and family to provide support and advocacy as needed in the school system.
- Developing workshops and programs which address issues faced by youth.
- Assist students through the critical stages of course selection.
- Work with the Education Staff to develop a plan for each student requiring assistance. Development and Coordination of clubs, groups and programs aimed at student success.

### **Minimum Qualifications:**

- A diploma with a minimum of two years' experience in a related field.
- Successful past employment relative to working with Youth and students.
- Experience in program development and delivery.
- Understanding and respect for the Carrier Culture and people.
- Knowledge of Nak'azdli Whut'en community resources and services.
- Excellent communication and computer skills.
- Knowledge and Proficiency in operating office equipment.
- A minimum of a Class 5 driver's license and vehicle.
- Superior organization skills.
- Clear Criminal Records check.
- Must be able to maintain a high level of confidentiality.
- High level of proficiency using Microsoft Office Suite
- Able to multi-task and deal with contentious issues in a professional manner

**Closing date:** February 15, 2019 at 4:00 p.m.

Interested applicants can send their cover letter and resume to either the above address or email Rolene Sam, Executive Assistant at [executiveassistant@nakazdli.ca](mailto:executiveassistant@nakazdli.ca)

We would like to thank all of you for your interest in the above position; only those who meet the minimum criteria will be selected for an interview.

**NO PHONE CALLS PLEASE**