



# **GWA'SALA - 'NAKWAXDA'XW NATION**

BOX 998 • 154 TSULQUATE RESERVE • PORT HARDY, BRITISH COLUMBIA, CANADA • V0N 2P0  
PHONE: (250) 949-8343 • FAX: (250) 949-7402 • WEB: WWW.GWANAK.INFO

## **JOB POSTING**

### **ABORIGINAL HEAD START MANAGER**

The Gwa'Sala-Nakwaxda'Xw Nations is located in Port Hardy, BC. We are looking for an energetic, highly organized, creative and capable Manager to join our team in developing the effective administration and delivery of our Aboriginal Head Start. This is a **new** program within the Nation and requires initial set up and development of the program according to policy, guidelines and regulations of the Aboriginal Head Start Association of BC to ensure consistent quality and standards.

The AHS Manager will be responsible to develop & implement the Gwa'sala-Nakwaxda'Xw Nation Aboriginal Head Start program including:

- Administrative Policy development – utilizing the Aboriginal Head Start guidelines, recommendations
- Personnel Policy development that meets the AHSABC guidelines and the Gwa'Sala-Nakwaxda'Xw standards
- Work with Contractor to ensure standards and specifications are met during construction phase
- Work with Contractor to determine interior design/color scheme/layout/specifications are met
- Identify equipment required, develop a budget, purchase and coordinate delivery
- Develop marketing strategy & budget and host information sessions with parents
- Ensure AHS program is implement by September/October 2019
- Manage, direct, supervise the AHS Program once implemented according the 'Six Program Components' which are taken from the Principles and Guidelines. These are:
  1. Culture and Language
  2. Education and School Readiness
  3. Health Promotion
  4. Nutrition
  5. Parent and Family Involvement
  6. Social Support

#### **Knowledge and Competencies in the Areas of:**

- Knowledge of Aboriginal Head Start Association of BC program guidelines, principles, licensing requirements and regulations
- Knowledge of Gwa'Sala-Nakwaxda'Xw history, language, culture
- Experience in Early Childhood education & development
- Family dynamics, holistic approaches to health & wellness
- Demonstrated Leadership, team building, proposal writing & evaluation
- Experience with managing staff and personnel related duties
- Knowledge and past experience working with budgets



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- Excellent administrative and organizational skills; multi-tasking and effective tracking of multiple projects at once & file management
- Excellent written business communication abilities,
- Ability to respond effectively to sensitive issues, inquiries and complaints
- Familiar with the MS Office Suite including Word, Excel, Power Point and Outlook

### **Qualifications & Additional**

- Early Childhood Education Certificate
- Aboriginal Head Start Leadership Administration and Management
- Valid First Aid Certificate
- Evidence that you have complied with the Provinces immunization & tuberculosis control programs
- A valid driver's license, access to a reliable vehicle and the ability to travel is required & Criminal Record Check

**Salary:** Based on Qualifications and Experience

Submit your resume, salary expectation, availability and covering letter, by May 21, 2019 to:  
[bandmanager@gwanaknations.ca](mailto:bandmanager@gwanaknations.ca) or Fax: 250-949-7402

Only short-listed candidates will be contacted. All applications will be treated with strict confidentiality