



**NEZUL BE HUNUYEH CHILD & FAMILY SERVICES IS RECRUITING!**

**Early Years Coordinator – Tsibalyan T’o Tache**  
**Full-Time (35 hrs./wk.), Fort St. James TERM POSITION 3 MONTHS**

Nezul Be Hunuyeh is a Delegated Aboriginal Agency serving the communities of Nak’azdli Whut’en, Binche Whut’en, and Tl’azt’en Nation. We recognize that the Nezul Be Hunuyeh head office is located on the shores of Nak’al Bun (Stuart Lake) on the Nak’azdli Territorial lands of the Dakelh peoples. Our Agency offers inclusivity opportunities for growth, and opportunities for Cultural learning.

We are offering an opportunity to become part of the Nezul Be Hunuyeh team as an Early Years Coordinator. Under the supervision of the Manager of Children’s Services, the Early Years Coordinator will provide caregiver education and support at the Tache Tsibalyan T’o Program.

**Key Areas of Responsibility**

- ✚ Develop, plan, and implement curriculum that promotes and supports Early Childhood and Parenting Development skills and learning
- ✚ Integration and promotion of Dakelh Culture and Language in daily program activities
- ✚ Plan, prepare and serve snack and lunch menus incorporating Canada Food Guidelines
- ✚ Transport program participants as required
- ✚ Operate within budgetary guidelines
- ✚ Organize and maintain comprehensive record of program inventory
- ✚ Establish supportive relationships with program participants
- ✚ Collaborate with Nezul Be Hunuyeh staff
- ✚ Participate at Nezul Be Hunuyeh staff meetings, events and activities and assist as required
- ✚ Maintain documentation reflecting daily activities, work plan implementation, and reporting requirements.

**The Successful applicant will demonstrate:**

- ✚ The ability to work successfully both as a member of the Nezul Be Hunuyeh team as well as independently
- ✚ Strong written and interpersonal communication skills
- ✚ Leadership and supervision skills
- ✚ Proficiency in the use of computer programs,
- ✚ Knowledge of Dakelh Culture, awareness of Dakelh history and knowledge of the communities served by Nezul Be Hunuyeh
- ✚ Education and The ability to establish successful helping relationships with program participants
- ✚ Experience as an Early Childhood Educator; Certification or Diploma is preferred
- ✚ Applicant must agree to a Criminal Record Check and have a valid Class 5 Driver’s License.
- ✚ Indigenous ancestry is an asset

**Competitive Compensation and Benefits Package**  
**(\$28.32 to \$32.51 hourly)**

**Please submit resume and cover letter to:**

NEZUL BE HUNUYEH CHILD & FAMILY SERVICES

PO Box 1180

700 STUART DRIVE WEST

FORT ST. JAMES, BC V0J 1P0

TEL: 250.996.6806 FAX: 250.996.6977

EMAIL: [hiring@nbh.ca](mailto:hiring@nbh.ca)

**Closing Date: November 23, 2023 @ 4:00pm**

**We thank all applicants for applying in advance but only those selected for an interview will be contacted**