Kitsumkalum Indian Band

Job Posting

Education Administrator

The Kitsumkalum Indian Band has an opening for an Education Administrator reporting to the Director of Operations. The Education Administrator is responsible for the planning and coordination of the Kitsumkalum Indian Band education programs.

Position Qualifications:

Post-Secondary Diploma in Business or Public Administration or an equivalent combination of post-secondary education and several years' work experience in an equivalent First Nations Education Administrator position.

- Working knowledge of ISC K-12 and Post-Secondary education policies
- Knowledge of Tsimshian culture, history and language an asset
- Several years' work experience in similar position
- Excellent written and verbal communication and interpersonal skills
- Working knowledge of Sage Intacct an asset
- Strong analytical and negotiating skills
- Strong planning, organizational and coordination skills
- Ability to consistently demonstrate tact, discretion and sound judgment
- Be a team player in an integrated case management environment
- Undergo a criminal record check
- Valid driver's license and reliable transportation are required
- This position involves 40 hours per week

Please send your resume, cover letter and references to:

By email: info@kitsumkalum.com

By Fax: (250) 635-4622

By Mail: C/O Administrator
Kitsumkalum Indian Band
P.O. Box 544
Terrace, BC
V8G 4B5

By Hand:
Kitsumkalum Indian Band
3514 West Kalum Road
Terrace, BC
V8G 0C8

Closing date: 4:00 pm June 30th, 2026

Please Note: only those chosen for an interview will be contacted.