

## Indigenous Program Manager

### About Learning Buddies Network

The Learning Buddies Network (LBN) is a BC grassroots service charity that provides free one-on-one mentoring for elementary students in need of support in reading and math. Recipients are teacher-identified elementary school children who struggle with basic academics (the Buddies) and whose families are not in a position to help, usually because of social, linguistic, and/or economic factors. We recruit and train secondary school and university students as our mentors/tutors. Through the close relationship that develops between the young mentor and their buddy, enhanced social-emotional growth and self-esteem follow, and the child experiences true achievement resulting from their efforts.

### Overview of the Position

LBN is hiring an Indigenous Program Manager to provide support in LBN's growing Indigenous programs and partnerships. The successful candidate must be passionate about supporting LBN's mission of providing free mentoring for children who need our support.

You will work to help expand LBN's programs to rural, remote Indigenous communities across British Columbia. You will also actively pursue bringing LBN programs into Lower Mainland Elementary schools with a high percentage of Indigenous students.

The successful candidate can work effectively in constantly changing conditions while maintaining excellence in performance. They will be responsible for all aspects of our Indigenous program operations — from gathering materials, to getting buddies lined up, to having trained mentors ready to support Indigenous learners.

The ideal candidate has connections with Indigenous communities, Indigenous-led organizations, and Indigenous education programs across British Columbia. Having direct experience working with Indigenous educators or within the education space would be an asset, as would having established relationships with educators in Indigenous communities.

The successful candidate will report to the Executive Director and Indigenous Program Director. The successful candidate will collaborate with other Staff and Committees. The candidate must be of Indigenous ancestry (First Nations, Métis, or Inuit) for this role. We encourage all First Nations, Metis and Inuit Peoples in Canada or Indigenous Peoples of North America to self-identify in their applications.

**Compensation:** \$24.00 to \$35.00 per hour, commensurate with experience. Comprehensive benefits will be provided.

**Location:** LBN staff work from home. This role will require some travel to Indigenous communities across British Columbia. Frequent program visits in the Lower Mainland of BC will be required.

**Work hours:** Work hours are flexible; however, they must overlap with the core work hours set in the contract (currently set as 3 pm to 7 pm PT, Mondays to Thursdays). The nature of this position may require some work outside of regular hours. **Full-time, part-time negotiable.**

### **Required Qualifications**

- Strong verbal and written communication skills.
- Willing and able to work flexible hours, including daytime, evening, and weekend hours.
- Strong interpersonal skills to maintain positive working relationships with families, professionals, and community members.
- Experience with digital tools, including the ability to work with Google Workspace.
- Must possess a current Class 5 B.C. Driver's License.

### **Preferred Qualifications**

- Demonstrate an ability to problem solve and work independently.
- Excellent communication skills, including experience preparing and delivering high-quality written reports and presentations.
- A deep knowledge of the historical and current context for Indigenous Peoples in Canada and a practical understanding of Indigenous community development priorities and approaches to partnerships and programs that support these priorities.

### **How To Apply**

Please submit **one combined PDF document that includes a one-page cover letter and your resume** to [hiringcommittee@learningbuddiesnetwork.com](mailto:hiringcommittee@learningbuddiesnetwork.com) with the subject "Indigenous Program Manager – First Name Last Name". Open until filled. Only shortlisted candidates will be contacted.

### **Our Commitment to Inclusion, Equity, Diversity, and Accessibility**

Learning Buddies Network is committed to equal opportunity and treatment for every prospective and current employee. We value diversity in the workplace and believe our work is stronger when it benefits from the experience and knowledge of a diverse team. For this position, the candidate must be of Indigenous ancestry (First Nations, Métis or Inuit). LBN is committed to creating a diverse and inclusive environment, so we strongly encourage you to apply even if you do not believe you meet every single qualification outlined, as you may have transferable skills that would be an asset to our team. If you require any accommodations in submitting your application or navigating the application process, please contact Owen Fan at [owen@learningbuddiesnetwork.com](mailto:owen@learningbuddiesnetwork.com) or via phone (text or call) at 778-706-6936.