

Contract Posting: SD1942025ED

Posting Date: September 29, 2025

Closing Date: Open Until Filled

Contract Opportunity	Indigenous Education Assistant / Family Liaison		
Team	SelfDesign Learning Community (SDLC) - Educational Program	Lead	Lead, Educational Program
Summary of the Opportunity	<p>SelfDesign Learning Foundation is seeking an experienced Educational Assistant for our Indigenous Ed team.</p> <p>The scope of work includes supporting our Elder-in-Residence program, acting as a family liaison to our Indigenous population, supporting and attending our real-time offerings and researching, testing and recommending relevant resources.</p> <p>This is an 8 month, half-time contract opportunity, from October 15th to June 15th, 2026.</p> <p>This role is ideal for someone who works well independently, demonstrates strong computer and organizational skills, and aligns with the SelfDesign philosophy.</p>		
Work Environment	<p>We are a remote organization.</p> <p>We operate during Pacific Time zone business hours, Monday to Friday between 8:30 am and 5:00 pm.</p> <p>You set your own hours of work, between the business hours noted above. You also need to be available for occasional online meetings during these same hours. Meetings are scheduled in advance.</p>		
Timelines	<p>Contract start date: October 15, 2025</p> <p>Contract end date: June 15, 2026</p>		
Budget	\$23,040		
To Respond To This Opportunity	<p>Read the contract details below.</p> <p>Email a cover letter and your resume to opportunities@selfdesign.org.</p> <p>In your cover letter detail:</p> <ul style="list-style-type: none"> • Why you are interested in this opportunity. • Your availability, particularly if you have other commitments. 		

	<ul style="list-style-type: none"> • Evidence of a successful track record providing services similar to our request in a comparable work environment. <p>We actively encourage applications from Indigenous applicants (First Nations, Métis, or Inuit) in accordance with SelfDesign's commitment to reconciliation and employment equity. Applicants are asked to self-identify in their cover letter.</p> <p>We look forward to receiving your response. Responses will be reviewed as they are received.</p>
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Contract Details		
Oversight	You will work at the direction of the Team Lead.	
Services Required	<ul style="list-style-type: none"> • Attend weekly area meeting (Wednesday mornings) • Act as Indigenous Family Liaison to SDLC Indigenous families • Support the Elder-in-Residence program • Support guests and learners for live offerings • Research, test, and recommend learner resources (including the Cultural Learning Grant, Learning Resource and Services catalogues, and K-12 subscriptions) • Explore, test and generate new ideas in the Learning Management System (Brightspace) 	
Competencies	<ul style="list-style-type: none"> • Achievement orientation • Attention to detail • Client focus • Computer and digital literacy • English literacy 	<ul style="list-style-type: none"> • Fostering communication • Initiative • Writing Skills • Planning and organizing • Collaboration and teamwork
Experience and Credentials	<ul style="list-style-type: none"> • Demonstrated experience in an educational assistant and/or liaison support role. • Degree, certification or an equivalent combination of work experience in an educational assistant and/or liaison support role. 	
Mandatory Requirements	<p>If you are offered and accept this contract opportunity, you will need to:</p> <ul style="list-style-type: none"> • Undergo a Criminal Record Check which must be obtained through SelfDesign with the BC Solicitor General's office at your own expense (approximately \$28). 	

About SelfDesign

SelfDesign Learning Foundation (SDLF) is a registered charity and non-profit organization that operates several programs including one of the largest distributed learning schools and personalized learning programs in British Columbia, SelfDesign Learning Community. SelfDesign enables learners to complete K-12 by exploring their passions and taking the lead in their own learning and life. With personalized guidance from B.C. certified educators, learning unfolds at home and within local and online communities.

Working with us

We facilitate lifelong learning and holistic personal growth with programs, opportunities, and support for people of all ages, with an emphasis on choice and self-direction.

We provide access and support for our main applications:

- SelfDesign Connect for mail, calendar, contacts, notes, instant messaging, phone
- Google Drive, Docs, and Sheets
- Zoom for video meetings/conferencing.

You provide and use:

- Your own securely set-up computer
- Reliable and secure internet connectivity
- Your own workspace in an environment that ensures privacy, security and confidentiality.

Learn more at www.selfdesign.org and read our [Community Report 2024](#).