

Contract Opportunity	<b>Educational Administration Support - (Indigenous Education)</b>		
Area	SelfDesign Learning Community - Educational Program	Lead	Lead, Educational Program
Summary of the Opportunity	<p>SelfDesign Learning Foundation is seeking experienced educational administrative support for the Indigenous Education team.</p> <p>The scope of work includes supporting explorations in the Learning Management System - D2L Brightspace, managing spreadsheets and documents in Google Workspace, and supporting Educational Program area task management.</p> <p>This is a 8.5 month, half-time contract opportunity, from October 15th to June 30th.</p> <p>This role is ideal for someone who works well independently, demonstrates exemplary computer and organization skills, and aligns with the <a href="#">SelfDesign philosophy</a>.</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 30, 2026</p>		
Budget	\$23,180		
To Respond To This Opportunity	<p><b>Read the contract details below.</b></p> <p><b>Email a cover letter and your resume to <a href="mailto:opportunities@selfdesign.org">opportunities@selfdesign.org</a>.</b></p> <p>In your cover letter detail:</p> <ul style="list-style-type: none"> <li>• Why you are interested in this opportunity.</li> <li>• Your availability, particularly if you have other commitments.</li> <li>• Evidence of a successful track record providing services similar to our request in a comparable work environment.</li> </ul>		

	<p>Preference will be given to qualified Indigenous applicants. However, all qualified candidates are encouraged to apply, particularly those with historical and/or current barriers to equity.</p> <p>We look forward to receiving your response. Responses will be reviewed as they are received.</p>
--	--

Contract Details		
Oversight	You will work at the direction of the Team Lead.	
Services Required	<ul style="list-style-type: none"> <li>• Attend weekly area meetings (Wednesday mornings)</li> <li>• Coordinate and document team and focus group meetings (agendas, minutes, action items)</li> <li>• Monitor timelines and deliverables for key initiatives</li> <li>• Conduct independent exploration and idea-generating testing with Creator+ in Brightspace</li> <li>• Maintain the Learning Experience Library program curriculum documentation</li> <li>• Document task instructions for Educational Program team</li> <li>• Monitor the Indigenous Ed shared email inbox</li> <li>• Consult with Indigenous educators to keep all necessary documentation up to date</li> <li>• Compile information to be shared internally and externally</li> <li>• Liaise with guest speakers</li> <li>• Support payment &amp; invoicing requests</li> <li>• Prepare and conduct Family Surveys</li> </ul>	
Competencies	<ul style="list-style-type: none"> <li>• Achievement orientation</li> <li>• Attention to detail</li> <li>• Client focus</li> <li>• Computer and digital literacy</li> <li>• English literacy</li> <li>• Fostering communication</li> <li>• Initiative</li> </ul>	<ul style="list-style-type: none"> <li>• Planning and time management</li> <li>• Writing and documentation skills</li> <li>• Adaptability and resilience</li> <li>• Interpersonal and relationship building skills</li> </ul>
Experience and Credentials	<ul style="list-style-type: none"> <li>• Demonstrated experience in an administration support role.</li> <li>• Degree, certification or an equivalent combination of work experience in an educational and/or administrative assistant or support role.</li> </ul>	
Mandatory Requirements	<p>If you are offered and accept this contract opportunity, you will need to:</p> <ul style="list-style-type: none"> <li>• Undergo a Criminal Record Check which must be obtained through SelfDesign with the BC Solicitor General's office at your own expense (approximately \$28)</li> </ul>	

## 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](http://www.selfdesign.org) and read our [Community Report 2024](#).