



Post-Secondary Counsellor



The Nuu-chah-nulth Tribal Council's Education, Training & Social Development Department is seeking a permanent, full-time Post-Secondary Counsellor to provide advisory support to eligible students interested in accessing Post-Secondary Education funding. Based out of Port Alberni, this position supports eligible students in the funding application processes based on the NTC Post-Secondary Funding Policy and Procedures for enrolment into eligible post-secondary programs and institutions.

Responsibilities will include:

- ◆ Proactively communicating with students (by telephone, email/digital or in-person) and serving as their first point of contact to answer questions and advising on the requirements of the NTC Post-Secondary Funding Policy and Procedures.
- ◆ Reviewing applications for funding eligibility, processing missing information letters, generating approvals, and maintaining student files in a student data base.
- ◆ Preparing student budgets and reviewing/preparing invoices and living allowances for payments.
- ◆ Assisting potential and continuing students in achieving their educational goals.
- ◆ Reporting to First Nations on individual student progress.

Preferred Qualifications:

- ◆ Post-secondary degree in a related discipline or diploma with 1 to three years' experience in academic advising, counseling, admissions, or student affairs.
- ◆ Computer literate with technical experience with databases and high proficiency in excel spreadsheets, electronic mail, and word processing software.
- ◆ Experience working in a First Nations environment or being a First Nations person will be considered an asset.
- ◆ Excellent people skills and able to communicate technical information effectively and diplomatically.
- ◆ Ability to manage multiple tasks and successfully meet deadlines.
- ◆ Must have a valid BC Driver's license, access to a reliable vehicle, and be prepared to travel within and to Nuu-chah-nulth regions.
- ◆ Provide acceptable references and criminal record check.

Competitive benefits, and salary based on qualifications and experience. Annual salary range: \$63,000 - \$71,000.



Apply by **1 pm, November 12, 2026**, by email with a cover letter, resume and three references (available to contact) to:

Nuu-chah-nulth Tribal Council

Email: apply@nuuchahnulth.org

*We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.
Candidates must be legally entitled to work in Canada to be considered for this position.*

Nuu-chah-nulth Tribal Council