

SWAN VALLEY SCHOOL DIVISION

invites applications for a

Engagement Mentor

Northern Lights Institute of Trades & Technology

Posting #	NITT2026-01	FTE/Hours:	35 hours/week
Posting Date:	April 28, 2026	Location:	SVRSS/Trades Building
Posting Close Date:	May 4, 2026	Start Date:	TBD
Permanent/Term:	Term (10 months + 2 weeks)	End Date:	June 30, 2027

CONDITIONS OF EMPLOYMENT

- Must be legally entitled to work in Canada.
- Completed Criminal Record Check including the Vulnerable Sector and Child Abuse Registry Check

QUALIFICATIONS

- Demonstrated proficiency in MS Office Applications with a focus on Word, Excel, and Outlook.
- A team player with good organizational strategies, interpersonal skills, and the ability to complete assigned tasks in an independent and timely manner.
- Good verbal and written communication skills with attention to detail.
- Experience providing customer service to the public, in person, over the phone, website, and social media.
- Able to lead discussions, help locate resources and facilitate life skills development among students.
- Ability to maintain confidentiality.
- Strong understanding of the diversity in the Swan River Valley and be inspired to engage with community members throughout.
- Experience in managing/maintaining paper and electronic files/records.
- Software or data management information systems experience.
- Bookkeeping knowledge and use of accounting software.
- Recognized completion of Grade 12 and/or an Office Administration Certificate/Diploma or equivalent.



Applications must quote the posting number and be received no later than 9:00 a.m. on the deadline date shown above. The application package must include a cover letter and a comprehensive resume, including three professional references addressed to: Rob Tomlinson, Superintendent. Submit the application package in PDF format to hr@svsd.ca.

The Swan Valley School Division thanks all applicants for their interest. Only those selected for an interview will be contacted. Interview accessibility accommodations are available upon request.

Swan Valley School Division recognizes the importance of building an exemplary public service reflective of the citizens it serves, where diverse abilities, backgrounds, cultures, identities, languages and perspectives drives a high standard of service and innovation. Swan Valley School Division supports equitable employment practices and promotes representation of designated groups (women, Indigenous people, persons with disabilities, visible minorities).