



**MAKE A
FUTURE**
CAREERS IN
BC EDUCATION

An Employers Guide to Using Makeafuture.ca

Prepared for BC First Nations Schools

Updated: 10/2/2025

Make a Future – Careers in BC Education | www.makeafuture.ca

Andrew Jang, Senior Manager, Strategic Talent Acquisition

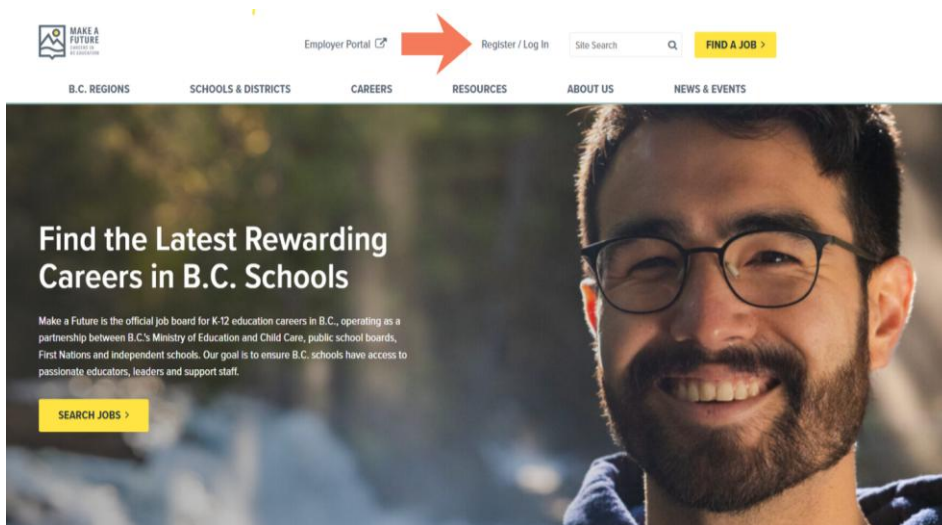
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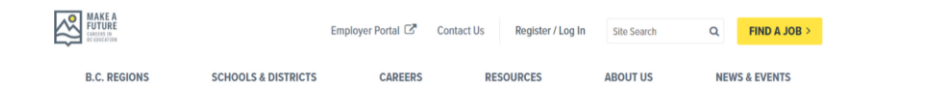
ACCOUNT ADMINISTRATION

Logging into your Employer Account

1. Go to www.makeafuture.ca and click on the **Register / Log In** link at the top-right corner of the page.



2. Under the **For Employers** heading, click on the **log in here** link.



Log In

For Employers

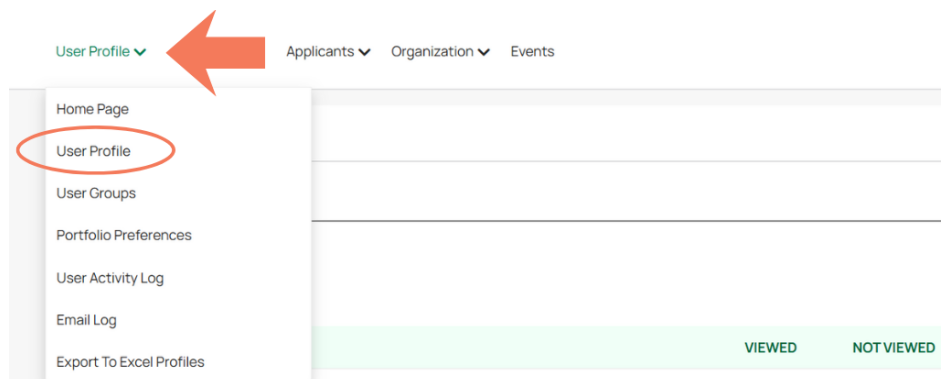
Registered employers may [log in here](#).

3. Enter your username and password and click the **Login** button.

Password Administration

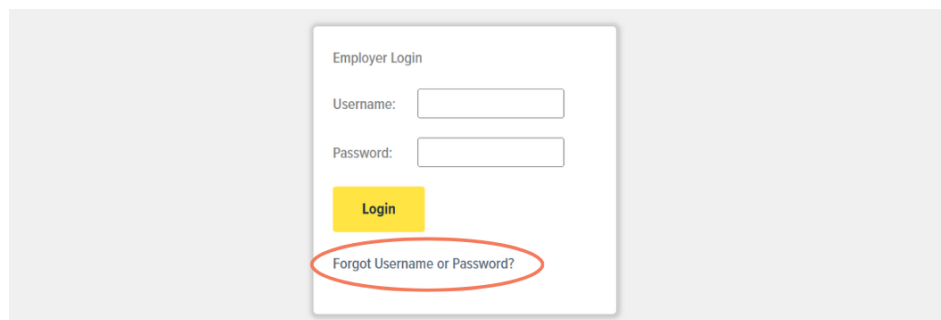
Changing Passwords

1. Log-in at <https://makeafuture.applytoeducation.com/AttLoginMAFemployers.aspx>.
2. Move your mouse cursor over to the **User Profile** tab; click the **User Profile** link.
3. Under the **Change Password** section, type in your new password and click **Save**.



Resetting/Recovering Password and Username

1. Go to <https://makeafuture.applytoeducation.com/AttLoginMAFemployers.aspx>
2. Click the **Forgot Username or Password** link.



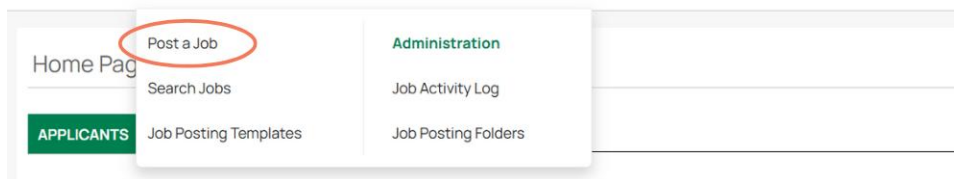
3. Follow the instructions on the screen, and you should receive an email with your log-in credentials.

POSTING JOBS

Jobs may be posted under three categories:

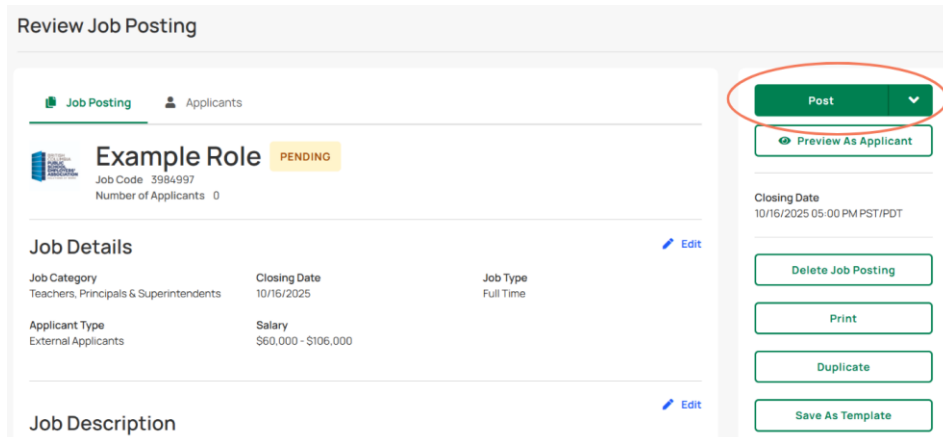
1. **Teachers & Administrators,**
2. **Management & Professionals,** and
3. **Support Staff (ECE, EA/TA/ERW, Clerical, Secretarial, Administrative, etc.).**

User Profile ▾ Job Postings ▾ Applicants ▾ Organization ▾ Events



Creating a Job Posting

1. Log-in at <https://makeafuture.applytoeducation.com/AttLoginMAEmployers.aspx>
2. Hover over the **Job Postings** tab and click **Post a Job**.
3. On the Create Job Posting page, select **Start with a new job posting**, then click **Continue**.
4. Complete the **Job Details** section. Fields denoted with an asterisk (*) are mandatory.
5. Click the **Preview as Applicant** button on the top-right corner to review the posting.
6. To publish the job, click the **Post** button.



Note: To schedule a job posting, click the arrow beside the **Post** button. A drop-down menu will appear with options to **Post Now** or **Schedule Job Posting**. To reuse a posting in the future, click the **Save As Template button** to store it for later use.

Editing Job Postings

1. Click on the **Job Postings** tab.

User Profile ▼ Job Postings ▼ Applicants ▼ Organization ▼ Events

Home Page

APPLICANTS **JOB POSTINGS**

2. Click on the number shown in the **Total** column. Please note that the number on your screen will be different from this screenshot.

Active Job Postings					
	FULL TIME	PART TIME	CONTRACT	OCCASIONAL/TTOC	TOTAL
Teachers, Principals & Superintendents	0	0	0	0	0
Support	0	0	0	0	0
Management & Professionals	0	0	0	0	0
Total	0	0	0	0	0

3. A list of your active job postings should appear. Select the position you want to edit.
4. Once you have made your edits, click the **Save** button at the bottom of the screen.

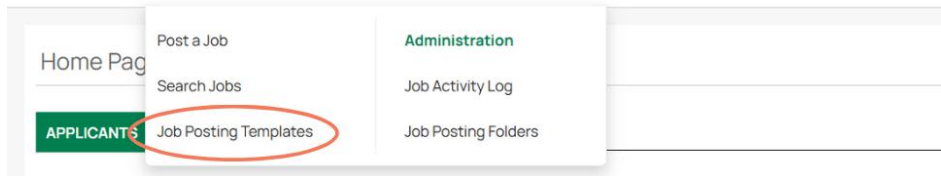
JOB POSTING TEMPLATES

Creating Job Posting Templates

Job Postings Templates are an incredibly useful time-saving tool. They allow you to reuse boilerplate descriptions common to all your job postings.

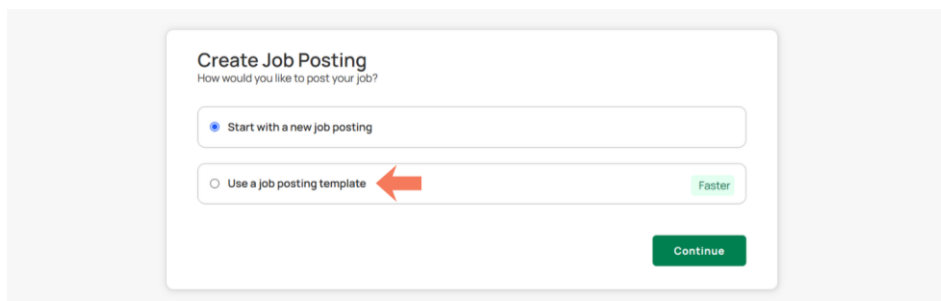
1. Log in at <https://makeafuture.applytoeducation.com/AttLoginMAEmployers.aspx>
2. Under the **Job Postings** tab, click **Job Postings Templates**.
3. Click **Create New Template** in the top-right corner.
4. Enter a template name and complete the job details.
5. Click **Save** at the bottom of the page to store your template for future use.

User Profile ▼ Job Postings ▼ Applicants ▼ Organization ▼ Events



Using Job Posting Templates

1. Under the **Job Postings** tab, click **Post a Job**.



2. Select **Use a job posting template** to view available templates.
3. From the dropdown list, choose the desired template and click **Continue**.



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Sample Job Posting Template



Elementary Teacher

Job Code: 3252685

Tsilhqot'in/Carrice/Sekani

JOB DETAILS

Do you believe in supporting the abilities, and recognizing the amazing potential, in all students?

Tł'azt'en Nation is currently hiring a qualified and enthusiastic Elementary Teacher to join our team.

- Grade 3/4 Elementary Teacher

Eugene Joseph Elementary School (EJES) of Tł'azt'en Nation is committed to serving the local community and placing students and families at the heart of everything we do. We have incredible students, excellent facilities, and a strong staff team. Our team is committed to empowering all learners, and our curriculum has a focus on literacy, Dakelh Language and Culture, land-based learning, and technology.

Locally, our team can enjoy recreation opportunities including hiking, camping, kayaking on Stuart Lake, and skiing, snowboarding and snowshoeing all winter. We are very well connected to many exciting outdoor adventure opportunities. Prince George is only a 2.5 hour drive away with many daily flights to Vancouver and other destinations.

The Elementary Teacher is expected to demonstrate the following professional dispositions which are defined here as the values, commitments, and professional ethics that influence an educator's approach to their work. Tł'azt'en Nation expects our educators to demonstrate the following dispositions:

- A belief that every child can learn
- Commitment to the BC Education Plan
- Commitment to integrating Dakelh culture and experience into learning activities
- Commitment to ongoing professional learning for the purpose of strengthening student learning
- Commitment to making evidence-based, collaborative decisions about student learning in a professional learning community environment

The Elementary Teacher will be provided with subsidized housing within Tł'azt'en Nation which is a ten-minute walk from the school, and the town of Fort St James is approximately a 45-minute drive away. There is a relocation bonus available to successful candidates and full details of the job description can be found below.

Please reply online with a resume and detailed cover letter outlining your experience and skills and how they relate to this exciting opportunity.

Elementary Teacher

As the primary member of the school's instructional team, the Elementary Teacher is primarily responsible for the overall planning and implementation of BC curriculum lessons and other programs as directed by the Principal. The Teacher is responsible for the academic progress of all their students and, as such, must meet their needs to help students be successful. Teachers are further responsible for implementing the Individualized Education Plans of their students, with the support of the Special Education Teacher.

Duties and Responsibilities:

- Establishing and promoting high standards and expectations for all students for academic performance and behaviour.
- Managing, evaluating and implementing effective and clear procedures for classroom instruction, routines and structure, and behaviour that is consistent with the culture of the school and the community.
- Supervising and coaching Educational Assistants.
- Supervising students in-class, during recess, on field trips, and other times as required.
- Creation of fair and curriculum-supported practices for the evaluation of student work formally and informally, including recordkeeping and calculating grades, when not otherwise provided with such.

APPLY

Posted On
August 12, 2025

Closing Date & Time
October 24, 2025 05:00 PM PST/PDT

Openings
1

Job Type
Full Time

Job Category
Teachers, Principals & Superintendents

City
Fort St. James

School/Location
Eugene Joseph Elementary Secondary School

Salary
\$50,385.00-\$100,257.00 per year

Employment Start Date
Start Immediately

Mandatory Document

- Resume
- Cover Letter
- Criminal Background Check/Vulnerable Sector Check
- Teaching Qualifications/Licenses

Commented [VK1]: Do we have a sample FNEC template? I just took a pic of a job currently on the job board



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SUPPORT

Technical Support and Customer Service

If you need assistance with posting a job or managing your account, please contact Andrew Jang, Senior Manager, Strategic Talent Acquisition at Make a Future at andrewj@makeafuture.ca or 604-730-4524.

You may also contact Ann Kenny for technical support at akenny@applytoeducation.com or (416) 932-8866, ext 240. You may also contact her to discuss how to purchase the applicant tracking system, and how you can save \$1,000 in annual fees for this service.

Commented [VK2]: Would this be Kelsie now?

Training

Book an online training session with Andrew Jang at andrewj@makeafuture.ca or call 604-730-4524.

Commented [VK3]: Kelsie too?

ABOUT MAKE A FUTURE

Make a Future is a recruitment initiative created by the BC Public School Employers' Association as a joint venture among BC's 60 public boards of education, the First Nations Education Steering Committee, BC-certified offshore schools, and the Ministry of Education. The Makeafuture.ca website launched on April 28, 2008, as the official job board for BC public schools and BC First Nations schools.

Mission

Make a Future – Careers in BC Education is the education recruitment, selection, and retention practice leader. We provide and promote high quality, innovative, cost-effective, and timely support to the education sector to facilitate the creation, maintenance, and development of a qualified sustainable workforce.

Vision

Make a Future – Careers in BC Education supports the BC public education system to effectively recruit, select, and retain an exceptional workforce through a focus on human resource best practices and the strategic use of data.