

Volunteer Position: Community Outreach Assistant

Organization: Anishinabek Employment & Training Services

Location: Thunder Bay, Red Rock Indian Band, Rocky Bay FN, Sand Point FN, Lake Nipigon FN, Gull Bay FN, Pays Plat FN, Pic-Mobert FN, Pic-River FN, Michipicoten FN

About Us: Anishinabek Employment & Training Services is a non-profit organization dedicated to empowering Indigenous communities through employment and training opportunities. We strive to foster independence and cultural revitalization by providing resources, support, and guidance to individuals seeking meaningful employment and skill development.

Position Description: We are seeking a passionate and dedicated individual to join our team as a Volunteer Community Outreach Assistant. In this role, you will play a vital part in expanding our reach within Indigenous communities, raising awareness about our programs and services, and facilitating connections between our organization and community members.

Key Responsibilities:

- Conducting outreach activities within Indigenous communities to promote Anishinabek Employment & Training Services' programs and services.
- Assisting with the organization and implementation of community events, workshops, and information sessions.
- Providing information and support to community members interested in accessing our programs and services.
- Collecting feedback and suggestions from community members to enhance our offerings and better serve their needs.
- Assisting with administrative tasks related to community outreach efforts, including maintaining records.

Qualifications:

- Strong passion for supporting Indigenous communities and promoting independence and cultural revitalization.
- Excellent communication and interpersonal skills, with the ability to effectively engage with individuals from diverse backgrounds.
- Ability to work independently and collaboratively within a team environment.

- Basic computer and smartphone skills and proficiency in Microsoft Office applications.
- Previous experience in community outreach, volunteer work, or a related field is an asset but not required.

Time Commitment: Flexible, with an expected commitment of approximately 15 hours or less a month. Some evening and weekend availability may be required for community events and activities.

Benefits:

- Opportunity to make a meaningful difference in the lives of Indigenous community members.
- Gain valuable experience in community outreach, event planning, and non-profit work.
- Networking opportunities with local organizations, community leaders, and stakeholders.
- Training and support provided by our experienced team members.

How to Apply: To apply for this volunteer position, please send a resume and brief cover letter outlining your interest in the role and relevant experience to Kathleen.maletta@aets.org. Applications will be reviewed on a rolling basis until the position is filled.

Join us in our mission to empower Indigenous communities and create positive change through employment and training opportunities!