



AETS

**Anishinabek Employment
and Training Services**

Your path. Our ways.

Serving the First Nation Citizens of: Animbiigoo Zaagi'igan Anishinaabek, Biigtigong Nishnaabeg, Biinjitiwaabik Zaaging Anishinaabek, Bingwi Neyaashi Anishinaabek, Kiashke Zaaging Anishinaabek, Michipicoten First Nation, Netmizaaggamig Nishnaabeg, Pays Plat First Nation and Red Rock Indian Band.

Indigenous Skills and Employment Training (ISET) Program Coordinator – Thunder Bay, Ontario

Permanent/Full-time

You are sincere in your passion to assist in the development of a skilled Indigenous workforce, through the provision of individual and community-based employment and training initiatives. You have demonstrated experience in providing excellent client service skills and excel at embracing diversity while establishing rapport with clients. Your preferred post-secondary education in Business, or Social Sciences is complemented with related experience. Ideally, you have previous experience in the delivery of Labour Market programs and services as well as being proficient in using Microsoft Office Products.

Anishinabek Employment & Training Services provides education, training to employment programs and services to the on- and off-reserve members of nine participating First Nations. AETS operates in conjunction with the Indigenous Skills and Employment Training Agreement to support the Indigenous Skills and Employment Strategy between Service Canada and the Anishinabek.

Under the direction of the Programs Manager, the ISET Program Coordinator is responsible for the coordination, management, and continuity of the ISET programs and services. Duties & responsibilities will include the following measurable activities related to demand driven skills development and strategic partnerships.

Oversee the ISET Funded Programs:

- Report to Programs Manager.
- Supervision of ISET Employment Officer.
- Review ISET Program agreement:
 - Budgets
 - Timelines
 - Reporting requirements
 - Documentation
 - Project-based programs – wages, MERC, equipment, supplies, and training costs
 - Database requirements
- Receive training proposals and prepare executive summaries for the Board of Director's monthly meetings.
- Act as a resource person for the participating First Nations and Indigenous organizations for accessing funding from other sources.
- Processing project claims for reimbursement
- Reconciling reports on a monthly basis (database/Allocation/Financials statements) to ensure accuracy.
- Provide direction to participating First Nations and Indigenous organizations and employers in the development of short- and long-term training and employment plans.
- Determine local labour market needs in consultation with the participating First Nations.

- Interpret program and funding criteria for potential sponsors, to ensure that the terms and conditions under which the proposals are developed are understood.
- Prepare and finalize contracts for approved projects, ensuring that the legal and program requirements are met.
- Manage the evaluation of programs.
- Ensure client follow-ups are performed as required.

Qualifications: Education from a Post-Secondary Diploma/Degree in Business, Social Science or related discipline would be preferred. The incumbent must have management and/or supervisory experience of 3-5 years preferably. Additionally, previous experience working with First Nation programming including planning, organizing, strategic development is a preferred. The incumbent should have previous experience in maintaining budget allocations and proposal development. Proficiency in Excel is required along with familiarity with accounting programs (Sage). Attention to detail is a requirement. Must have a valid Class G licence and willingness to travel. Successful candidates will undergo a criminal record check upon hire.

Interested candidates are invited to submit a cover letter including a salary range, resume, and the names of three references **no later than 12 noon on Friday, May 31, 2024** via aets@aets.org to:

Recruitment Committee
c/o Anishinabek Employment and Training Services
285 Red River Road, Thunder Bay, Ontario, P7B 1A9

POSITION POSTED UNTIL FILLED.

First Nation Citizens of the AETS nine member participating communities are encouraged to apply. Applicants are asked to identify the First Nation Community in the requested cover letter.

We appreciate your interest; however, only those interviewed will be notified.