



Anishinabek Employment and Training Services

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

Job Development Officer – Thunder Bay (Up to 27 month Full Time contract starting in January 2019)

Under the direction of the Executive Director, the incumbent will provide job development support by generating employment leads and related career services to the organization. The role will enhance services and programs to help meet recruitment and retention needs, and foster job creation in the North Superior region. In order to succeed, the position will include but not limited to, working with staff, committees, stakeholders, participants, potential participants to:

- Support the co-ordination of services and programs and responsible for networking with businesses in order to identify suitable employment opportunities for clients, assist with securing and populating career/job postings, develop and negotiate training plans, client/employer database refinements, website resources and updates, social networking tool integration, and assist with engagement events
- Provide a supportive role to the client and the employer to assist in the maintenance of the employment relationship, with accurate record keeping and regular progress reports
- Assist with life skills sessions, career and continuing education strategies, online and offline Job Finding Clubs both in Thunder Bay and in the member participating communities
- Participate in strengthening recruitment, selection and orientation of client participants, volunteer and community projects. Recommend and helps integrate marketing strategies to effectively promote the diverse range of services to business, corporations, small and medium enterprises (SMEs), professional associations, industry and government organizations
- Co-ordinate work functions among team members to ensure co-ordinated team approach to service delivery, and encourage Indigenous Inclusion in the workplace
- Monitor job development results and adjust program implementation plans for improvement
- Assist in designing effective marketing plans, implement and evaluate activities
- Liaise with Project Staff and work collaboratively with the Employment Advisor to ensure integrated services
- Establish and maintain effective relations with community partners
- Make recommendations regarding job development efficiency and effectiveness
- Other duties will be assigned as necessary.

Qualifications: Post-Secondary Business or Social Sciences Diploma/Degree preferred. Experience in service delivery of labour market programs; or a combination of education & training with minimum of 3 years' experience in labour market program delivery and working with a client database. Excellent interpersonal skills; a strong working knowledge of Microsoft Office including Access, Excel, PowerPoint, Publisher and Outlook; previous experience in working with First Nation clients; Valid Class G Driver's Licence and willingness for some travel preferred.

Interested candidates are invited to submit a cover letter (including a salary range), resume and the names of three references by Friday December 14, 2018 at 12:00pm via aets@aets.org to:

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

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.