



AETS

**Anishinabek Employment
and Training Services**

Your path. Our ways.

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

Intake/Administration Assistant – Thunder Bay, Ontario (Contract to March 31, 2027)

Anishinabek Employment & Training Services (AETS) 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.

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 customer service skills and excel at embracing diversity while establishing rapport with clients. The project involves building innovative pathways to Indigenous employment success, in a variety of areas including but not exclusive to the Addictions and Mental Health Sectors. Ideally, you have previous experience in the delivery of Labour Market programs and services as well as being proficient in using Microsoft Office products.

Under the direction of the Operations Manager and supervision of the Coordinator, the incumbent clarifies and identifies individual goals and then assists the individuals in attaining those goals related to entering or re-entering the workforce by providing them with tools and techniques to succeed. A variety of techniques and exercises will be offered to help make positive changes and to motivate individuals through training and development processes. The incumbent will be responsible to carry out the organizations' vision, mission, values, and strategic plan that will serve the First Nation Citizens of the AETS nine member communities as well as other Indigenous Peoples.

Intake / Administrative Worker Duties: The role includes working with staff, committees, stakeholders and clients for a wide variety of duties to:

- Serve as the primary front desk and telephone contact, greeting clients and managing daily walk-ins and inquiries
- Coordinate and complete participant intakes, including verification of eligibility and collection of required documentation
- Maintain new intakes within the Wellness Opportunities Initiative department
- Maintain accurate participant records, files, and superior database in accordance with established procedures and confidentiality requirements
- Prepare, process, and track forms and documents such as contracts, requisitions, reports, and correspondence
- Provide administrative support related to equipment tracking, inventory, and distribution
- Assist with the organization and delivery of wellness activities and workshops
- Support the administrative coordination of Essential Skills Training sessions, including scheduling, materials, and documentation
- Provide frontline administrative support to the Wellness Team, enabling a focus on direct service delivery and strategic program implementation

- Compile and assist with reports and data tracking as required for program and funder reporting
- Perform general office duties in accordance with established policies and procedures
- Other duties will be assigned as necessary

Qualifications: Post-Secondary Social Work and/or Education Diploma/Degree preferred. Experience in service delivery of labour market programs including life skills; or a combination of education & training with minimum of 3 years related work experience in labour market program delivery. Comprehensive understanding of Indigenous history, culture, and contemporary issues affecting Indigenous youth. Strong communication skills and an understanding of leadership, particularly its role in Indigenous – Canadian relations. Excellent interpersonal skills; a strong working knowledge of Microsoft Office including Excel, PowerPoint and Outlook; 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) via aets@aets.org. **Position open until it is filled.**

Recruitment Committee
c/o Anishinabek Employment and Training Services
523 Algoma Street North , Thunder Bay, Ontario, P7A 5C2

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.