



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.

Liaison Officer – Thunder Bay, Ontario (Full Time Contract until March 31, 2023)

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. Your preferred post-secondary education in Business is complemented with related experience. Ideally, you have office experience and proficient in using Microsoft Office Products.

Under the direction of the Executive Director and supervised by the Operations Manager, the incumbent will provide operational support as well as be assigned specific responsibility related to the organizations' vision, mission, values, and strategic plan that will serve the First Nation Citizens of the AETS nine member participating communities as well as other Indigenous Peoples. The position will include but not limited to, working with staff, committees, stakeholders, participants, and potential participants to

- Support the project implementation of both the Indigenous Labour Market Information (LMI) and Skills Inventory Survey as well as the Pre-Apprenticeship Training Program (PATP) – Carpentry Classes
- Integrate marketing strategies to effectively promote the requirements of the project preparation and community outreach, to secure interested and eligible participants
- Outreach for the recruitment and retention of program participants in collaboration with communities
- Monitor program progress throughout the duration of the delivery, and ensure accurate use of LMI and Superior Databases, including data entry, reviewing, coding, report extraction and outreach to participants to confirm responses and/or absent information, while maintaining confidentiality of participants
- Liaise between AETS and the delivery partners as well as networks to ensure delivery requirements with both in person and virtual collection events are fulfilled
- Assist participants and potential participants with career related assistance and/or sessions/workshops including Life Skills, as part of an employment advising (i.e.: wage subsidies and employer outreach) and referral role
- Promote and market AETS programs and services in the city and region
- Assess the need for additional assistance and refer to the appropriate service provider(s)
- Provide related services for this project, communities and participants as required
- Perform other duties as directed

Qualifications: Post-Secondary Diploma/Degree in Business or Education or Social Science related disciplines 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 with Indigenous client's 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. A criminal record check is mandatory upon hire.

Interested candidates are invited to submit a cover letter including a salary range, resume and the names of three references by Wednesday, May 18th, 2022 at noon (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.