



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.

Program Administrator, Continuing Education – Thunder Bay, Ontario (Contract Position until September 2, 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, Education or Social Sciences is complemented with related experience.

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 Executive Director, the Program Administrator is primarily responsible for administrative and operational support related to the externally funded initiative for “An Education Systems Evolution: Improving High School Graduation Rates & Future Employment Outcomes for Anishinaabe Youth in Northwestern Ontario.” The role includes working with staff, committees, stakeholders, and clients for a wide variety of duties to:

- Collaboration with communities, school boards, and other relevant educational to successfully meet ministry deliverables and timelines
- Organize and implement project activities, events, and gatherings
- Excellent communication skills in written and verbal applications including delivery of presentations to various audiences
- Support the project administration, co-ordination, and implementation
- Provide academic support to participants as required, and act as a tutor, where directed by the Teacher
- Recommend and help integrate marketing strategies
- Participate and co-ordinate the recruitment, screening, selection, and orientation of program participants
- Implement outreach strategies for participant supports to foster success in the program
- Monitor program participants throughout the duration of program
- Work as a liaison between AETS and delivery partners and networks to ensure delivery requirements are fulfilled
- Assist in planning and delivery of Graduation program for participants
- Interpret program and funding criteria for potential sponsors and ensure compliance
- Collaborate with Finance, to maintain all financial records and responsible for reporting to funders through the Executive Director
- Develop collaboration and models of delivery to meet the needs of the community
- Analyse and recommend changes to program criteria, systems, and procedures
- Monitor all approved projects according to guidelines established by the funding providers and in accordance with the AETS Business Plan
- Provide assistance and services for projects, communities and participants as required
- Perform other duties as directed by the Executive Director

Qualifications:

- Post-Secondary Diploma/Degree in Education, Business, or a Social Science related discipline. Experience in training to employment programs; or a combination of education & training with minimum of 3 to 5 years related work experience. Excellent interpersonal skills; a strong working knowledge of Microsoft Office; previous experience in working with First Nation clients as well as in education settings/environments. Knowledge of Indigenous cultural/traditional practices is an asset. Must have a valid Class G Driver's licence and willingness to travel. 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 **Friday October 14th 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.