



AETS

**Anishinabek Employment
and Training Services**

Your path. Our ways.

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

Age Well In Home Project Program Co-ordinator – Thunder Bay, Ontario

(1 Full Time Contract until October 2025)

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.

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 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. The role includes but not limited to, working with staff, volunteers, committees, stakeholders, and participants, to:

- Support the co-ordination and implementation of the Age Well In Home Program
- Recommend and help integrate marketing strategies to effectively promote the requirements of the Program to secure ideal candidates and volunteers
- Participate in strengthening recruitment, screening, selection and orientation of program participants, training providers and employer community projects
- Implement outreach strategies for participants to foster success in the program
- Monitor program budgets and participants throughout the duration of program, as well as completes compliance and other required program reports
- Works as a liaison between AETS and delivery partners to ensure delivery requirements are fulfilled
- Other duties as required

Qualifications: Post-Secondary Diploma/Degree in Business or Social Science related discipline. Experience in service delivery of labour market programs including training or a combination of education & training with minimum of 3 years related work experience in labour market program delivery. Excellent interpersonal skills; a strong working knowledge of Microsoft Office; previous experience in working with First Nation clients; 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 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.