



# 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, Netmizaggamig Nishnaabeg, Pays Plat First Nation and Red Rock Indian Band.

## **Program Manager – Thunder Bay, Ontario**

**(April 1, 2023 to March 31, 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 customer service skills and excel at embracing diversity while establishing rapport with clients. Your preferred post-secondary education in Business – Human Resources, Education or Social Sciences is complemented with related experience. Ideally, you have previous experience in the delivery of Labour Market programs and services as well as being proficient in using Microsoft Office Products.

Anishinabek Employment & Training Services provides education, training to employment programs and services to the on- and off-reserve members of nice 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 Programs Manager is responsible for the coordination, management and continuity of the organization's various programs and services with a focus on all funded programs including ISET Project based programs as well as other programs that AETS receives funding. To ensure operational consistency of program services, the Programs Manager will ensure complimentary delivery through externally funded Program/Project Co-ordinators with respect to scheduling and logistics to ensure effective and successful program delivery. This position will oversee the ISET Program Coordinator, Employment Officer, and Program Coordinators (number to vary based on funding agreements). Duties & responsibilities will include the following measurable activities related to demand driven skills development and strategic partnerships:

### **Programs Manager Duties**

- Oversee all Programs including ISETA and Externally Funded Programs
- Report to Executive Director
- Supervision of Program Coordinators
  - Time Management
  - Performance Evaluation
  - Support and Mentor
  - Assist with recruitment and training
- Review all program contracts and be familiar with them including
  - Budgets
  - Timelines
  - Reporting requirements
  - Documentation of what each program requires from start to finish
    - le Marketing, recruitment, scheduling, drivers, training requirements, dealing with issues, placements, etc.
    - Client supports – allowances, meals, accommodations, etc.and keeping track of these (the program coordinator to do).
    - Database requirements

- Regular meetings with each program
  - Updates on how the program is progressing
  - Ensuring programs are on track – on budget, on time, reports done, etc.
- Manage any issues that arise – with staff, clients, instructors
- Analyze and make program recommendations for change if required
- Update, maintain or create program documentation as needed and assist with the development of best practices to enhance program delivery
- Manage the evaluation of programs
- Ensure client follow-ups are performed as required
- Liaise with employers – help with finding job placements at end of training and assisting with employer contracts for those placements
- Assist with proposal development
- Attend regular staff meetings and management meetings
- Attend Board Meetings
- Other duties as directed by the Executive Director

**Qualifications:** Education from a Post-Secondary Diploma/Degree in Business, Social Science or related discipline would be preferred. The incumbent must have management and/or supervisory experience of 3-5 years preferably. Additionally, previous experience working with First Nation programming including planning, organizing, strategic development is a preferred. The incumbent should have previous experience in maintaining budget allocations and proposal development.

Interested candidates are invited to submit a cover letter including a salary range, resume and the names of three references via [aets@aets.org](mailto:aets@aets.org) to:

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

**Position will be 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.