



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, Pic Moberg First Nation, and Red Rock Indian Band.

1 Human Resources/Finance Assistant

1 Marketing Assistant

Thunder Bay, Ontario

(Contracts starting for up to 16 weeks)

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 or secondary education is complemented with related experience. Ideally, you have office experience and proficient in using Microsoft Office Products.

Under the direction of the Operations Manager and in co-operation with the staff, each Summer Student Assistant will assume responsibility for assisting in various projects such as updating the Process/Procedure manual, assisting with updating our database or assisting with marketing ads and assisting clients with completing Labour Market Information surveys.

Qualifications: Who is eligible for this Canada Summer Jobs Program? Post-Secondary (College or University) or Secondary Student Applicants between 15 and 30 years of age at the start of employment; registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year; Canadian citizens, permanent residents or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and legally entitled to work in Canada. Please identify the First Nation Community and the name of the position(s) in the requested cover letter. A criminal record check is mandatory upon hire.

Interested candidates are invited to submit a cover letter, 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 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.