



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.

Job Development Officer – Thunder Bay, Ontario (March 1, 2024 to January 31, 2027)

Anishinabek Employment & Training Services (AETS) 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.

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. The project involves building innovative pathways to Indigenous employment success, in a variety of areas including but not exclusive to the Addictions and Mental Health Sectors. Ideally, you have previous experience in the delivery of Labour Market programs and services as well as being proficient in using Microsoft Office products.

Under the direction of the Executive Director and Supervised by the Community Coordinator, the incumbent will provide job development support by generating employment leads and related career services to the organization. The role will enhance services and programs to help meet recruitment and retention needs, and foster job creation in the North Superior region. In order to succeed, the position will include but not limited to, working with staff, committees, stakeholders, participants, and potential participants. The incumbent will be responsible to carry out the organizations' vision, mission, values, and strategic plan that will serve the First Nation Citizens of the AETS nine member communities as well as other Indigenous Peoples.

Job Development Officer Duties: The role includes working with staff, committees, stakeholders, and clients for a wide variety of duties to:

- Support the coordination of services and programs and responsible for networking with businesses in order to identify suitable employment opportunities for clients, assist with securing and populating career/job postings, develop and negotiate training plans, client/employer database refinements, website resources and updates, social networking tool integration, and assist with engagement events
- Provide a supportive role to the client and the employer to assist in the maintenance of the employment relationship, with accurate record keeping and regular progress reports
- Assist with life skills sessions, career and continuing education strategies, online and offline Job Finding Clubs both in Thunder Bay and in the member participating communities
- Participate in strengthening recruitment, selection and orientation of client participants, volunteer and community projects. Recommend and help integrate marketing strategies to effectively promote the diverse range of services to business, corporations, small and medium enterprises (SMEs), professional associations, industry and government organizations
- Coordinate work functions among team members to ensure coordinated team approach to service delivery, and encourage Indigenous Inclusion in the workplace
- Monitor job development results and adjust program implementation plans for improvement

- Assist in designing effective marketing plans, implement and evaluate activities
- Liaise with Project Staff and work collaboratively with the Employment Advisor to ensure integrated services
- Establish and maintain effective relations with community partners
- Make recommendations regarding job development efficiency and effectiveness
- Other duties will be assigned as necessary.

Qualifications: Post-Secondary Business or Social Sciences Diploma/Degree 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 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.

Interested candidates are invited to submit a cover letter including a salary range, resume and the names of three references by Friday, February 23, 2024, 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.