



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.

Community Coordinator – Thunder Bay, Ontario (June 30th 2025 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 Operations Manager, the incumbent will provide administrative and operational support as well as be assigned specific project responsibility related to 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.

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

- Support the project administration, coordination and implementation with the Life Skills and Job Development Officers and Employment Advisor
- Recommend and help integrate marketing strategies to effectively promote the requirements of the project preparation and training programs, in order to secure interested and eligible candidates
- Participate in and oversee the recruitment, screening, selection and orientation of program participants, training providers and employers
- 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
- 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
- Prepare and finalize contracts for approved projects
- Monitor all approved projects according to guidelines established by the funding providers and in accordance with the AETS Policies and Procedures
- Provide assistance for projects, communities and participants as required
- Perform other duties as directed by the Executive Director

Qualifications: Post-Secondary Diploma/Degree in Business or Social Science with knowledge and experience in Addictions and Mental Health related disciplines preferred. Experience in administration and service delivery of labour market programs; or a combination of education & training with a minimum of 3 to 5 years related work experience in administration and service delivery of labour market programs. Excellent interpersonal skills; a strong working knowledge of working with client databases and Microsoft Office including Access, Excel, PowerPoint, Publisher and Outlook; previous experience in working with First Nation clients; Valid Class G Driver's License and ability for regular travel to various regional work locations.

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
523 Algoma Street Unit 4, Thunder Bay, Ontario, P7A 5C2

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.