



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.

2 Administrative Planning Officer Summer Students Thunder Bay, Ontario (Contract up to 8 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 are proficient in using Microsoft Office Products.

Under the direction of the Operations Manager and in co-operation with staff, the Administrative Planning Officer Summer Student will assume responsibility for assisting in coverage for the Administrative Assistant, assisting in various projects and duties with the ISET and AETS departments. Other duties may include; participant intakes, assessments, and individual goal-setting, providing support for skills training, development, and personal growth, contributing to data collection, analysis, and program evaluation, creating and maintaining participant records and progress reports, collaborating with team members to ensure smooth program operations, assisting in the development of educational materials and resources and ensuring a safe and inclusive environment for all participants.

Qualifications: Post-Secondary (College or University) or Secondary Student Applicants registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year. 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 asap via aets@aets.org to:

Recruitment Committee
c/o Anishinabek Employment and Training Services
523 Algoma Street North, Thunder Bay, Ontario,
P7A 5C2

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.