



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

Inclusion Officer / Human Resources Assistant – Thunder Bay, Ontario (Full Time Contract until March 31, 2028)

You are sincere in your passion to support the development of a strong and inclusive Indigenous workforce through respectful and community-based employment initiatives. You have demonstrated experience in providing excellent administrative and client service support, and you value professionalism, organization, and relationship-building. You are comfortable working with First Nation communities, local and regional employers, staff, and stakeholders, and you bring a balanced approach to project coordination and internal office support.

Under the direction of the Operations Manager, the Inclusion Officer / HR Assistant will support the planning, coordination, and implementation of AETS' Indigenous Workplace Inclusion – Regional Readiness & Retention Strategy. This position will work in cooperation with AETS staff, First Nation communities, employers, job seekers, entrepreneurs, and community partners to strengthen workplace inclusion, readiness, and retention across the region.

The role will also provide administrative and HR support to assist with internal coordination, staff support, scheduling, recruitment assistance, file maintenance, and follow-up on day-to-day office priorities.

Responsibilities include, but are not limited to:

- Support the coordination and implementation of Indigenous Workplace Inclusion – Regional Readiness & Retention Strategy
- Coordinate and assist with community visits across the nine AETS member First Nations
- Support engagement activities for unemployed and underemployed participants to assist with movement toward training and employment
- Assist with outreach and support for employer participants to strengthen workplace readiness, inclusion, and retention practices
- Support activities and follow-up for entrepreneur participants, where applicable
- Assist in the development, implementation, and administration of regional frameworks related to:
 - Local and regional employer readiness and retention
 - Cultural Awareness activities for unemployed and underemployed participants
- Support the gathering and organization of project information, labour market information, and community-based input to help analyze and identify needs, strengths, and opportunities for a profile
- Maintain organized project files, participant records, meeting notes, and related documentation
- Assist with project administration, scheduling, work planning, and follow-up on deliverables
- Support the preparation of reports, summaries, updates, and project documentation as required
- Assist with tracking project activities, outputs, performance measures, and administrative expenditures
- Coordinate meetings, engagement sessions, and project-related events and/or sessions as needed
- Provide HR administrative support including assistance with job postings, interview scheduling, recruitment coordination, and onboarding preparation

- Maintain confidential employee, recruitment, and administrative files in an organized and professional manner
- Assist with internal staff communication, scheduling, orientation materials, and routine HR documentation
- Help prepare letters, memos, forms, and other internal administrative correspondence
- Other duties as required

Qualifications:

- Post-secondary diploma or degree in Business, Human Resources, Social Sciences, Community Development, or a related field; or a combination of education and related work experience
- Minimum of **3 years related experience** in administration, program coordination, employment services, HR support, or community-based service delivery
- Demonstrated experience providing strong administrative and organizational support in a professional office environment
- Excellent interpersonal, written, and verbal communication skills
- Strong working knowledge of Microsoft Office programs
- Ability to maintain confidentiality, exercise sound judgment, and manage multiple priorities in a professional manner
- Experience working with First Nation communities, participants, and partners is a strong asset
- Knowledge of labour market programs, employment support, workplace inclusion, or retention initiatives is an asset
- Valid Class G Driver's Licence and willingness to travel
- Criminal record check is mandatory upon hire

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 North
 Thunder Bay, Ontario P7A 5C2

This 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 their First Nation community in their cover letter.

We appreciate your interest; however, only those selected for an interview will be notified.