



# 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.

## **PATP Assistant – Thunder Bay, Ontario** (Full Time Contract until March 31, 2027)

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

Under the direction of the Program Coordinator - PATP, the incumbent will provide operational support as well as be assigned specific responsibility related to the organizations' vision, mission, values, and strategic plan that will serve the First Nation Citizens of the AETS nine member participating communities as well as other Indigenous Peoples. The position will include but not limited to, working with staff, committees, stakeholders, participants, and potential participants to

- Assist in the support of the project implementation of both the Pre-Apprenticeship Training Program (PATP).
- Assist in the marketing strategies to effectively promote the requirements of the project preparation and community outreach, to secure interested and eligible participants
- Assist in interviews of candidates to determine participation in program
- Assist clients with the application process and ensure its entirety for requirements of the program
- Coordinate travel and accommodations as required
- Assist Program Coordinator and Liaison Officer with attendance tracking, and prepare any correspondence for participants
- Promote and market AETS programs and services in the city and region
- Make referrals to the appropriate service provider(s) for participants
- Maintain filing and documentation for all participants in the program
- Ensure database is up to date for each participant
- Assist with tracking of costs per participant and payroll duties
- Provide related services for this project, communities and participants as required
- Perform other duties as directed

**Qualifications:** Post-Secondary Diploma/Degree in Business or Social Science related disciplines 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 with Indigenous client's 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. A 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](mailto: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 the First Nation Community in the requested cover letter.**  
We appreciate your interest; however, only those interviewed will be notified.