



AETS

**Anishinabek Employment
and Training Services**

Your path. Our ways.

Serving the First Nation Members of: Animiigoo 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.

Project Officer Thunder Bay, Ontario Full-Time Contract until March 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 individual and community-based employment and training initiatives. You provide excellent customer service, embrace diversity, establish rapport with clients, and bring strong organizational, communication, outreach, and administrative skills. You are comfortable supporting participant intake and service navigation while also contributing to labour market information, skills inventory, community engagement, data collection, communications, and reporting activities.

Under the direction of AETS Management and the designated program supervisor, the Project Officer will support integrated participant intake, administration, data entry, Coordinator support, Labour Market Information (LMI), and Skills Inventory activities. The incumbent will work with staff, committees, participants, potential participants, delivery partners, and AETS First Nation communities in accordance with the AETS vision, mission, values, strategic plan, policies, and procedures.

Key Responsibilities

- Maintain accurate participant records and databases in accordance with established procedures and confidentiality requirements.
- Review and verify surveys and intake documentation for completeness and accuracy; follow up with participants when additional information is required and ensure timely entry of manually completed information.
- Support the preparation, community outreach, promotion, and distribution of LMI and Skills Inventory surveys to attract eligible participants and work toward established project targets.
- Attend and participate in events in Thunder Bay and AETS First Nation communities to promote programs, engage participants, gather information, and support community-based employment and training initiatives.

- Work collaboratively with AETS First Nation communities, AETS staff, delivery partners, networks, and other stakeholders to identify labour market, skills development, education, training, and employment needs.
- Develop, maintain, and distribute program communications and marketing materials, including social media content, website announcements, posters, invitations, correspondence, and mail, while maintaining AETS brand standards.
- Compile, interpret, and analyze participant and survey data to identify trends, patterns, and key insights that support program planning, service delivery, and funding opportunities.
- Prepare and assist with monthly, quarterly, annual, program, management, board, First Nation, and funder reporting, including data tracking and general information summaries.
- Provide administrative support to Project Coordinators, maintaining files and action-item tracking, coordinating routine follow-up, and assisting with project documentation and reporting as required.
- Monitor program progress and delivery requirements; liaise with delivery partners and networks and recommend improvements to delivery, systems, or procedures where appropriate.
- Perform general office duties in accordance with AETS policies and procedures and carry out other duties as assigned.

Qualifications

- Post-secondary diploma or degree in Business, Marketing, Communications, Education, Social Work, Social Sciences, or a related discipline is preferred.
- Minimum two years of related experience in marketing/communications, project management, labour market program delivery, employment and training services, client intake/service delivery, or an equivalent combination of education, training, and experience.
- Experience working with Indigenous First Nation clients, communities, and/or participant databases is an asset.
- Excellent interpersonal, customer service, written, and verbal communication skills, with the ability to think strategically, work collaboratively, and manage multiple priorities.
- Strong working knowledge of Microsoft Office, including Excel, PowerPoint, Outlook, and database applications; experience with Access, Publisher, Canva, Adobe Photoshop, or other communications/graphic design tools is an asset.
- Understanding of communications, public relations, marketing best practices, data collection, reporting, and confidentiality requirements.
- Valid Class G Driver's Licence and willingness to travel as required.
- A criminal record check is mandatory upon hire.

How to Apply

Interested candidates are invited to submit a cover letter including a salary range, resume and the names of three references via aets@aets.org; posted until filled.

Recruitment Committee
c/o Anishinabek Employment and Training Services
523 Algoma Street North 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.