



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, Netmizaaggaming Nishnaabeg, and Red Rock Indian Band.

Indigenous Regional Workforce Development Roundtable Project Co-ordinator – Thunder Bay, Ontario

(1 Full Time Contract until March 31, 2026)

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 client service skills and excel at embracing diversity while establishing rapport with clients.

Anishinabek Employment & Training Services 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.

Under the direction of the Executive Director and supervised by management, the incumbent will provide support as well as be assigned specific responsibility related to the organizations' vision, mission, values, and strategic plan. AETS will be piloting Regional Workforce Development Roundtables in Ontario, which will include the engagement with Ontario distinct based ISETA Holders in collaboration with other stakeholders (i.e.: Industry/Employers, Government, etc...) to align training and employment initiatives with the needs of Indigenous communities and regional labour markets. AETS will deliver Regional Workforce Development Roundtables to support two key, high-growth sectors: Mining and Healthcare. The role includes but not limited to, working with staff, volunteers, committees, and stakeholders to:

- Support project administration, co-ordination, implementation and facilitation of Workforce Development Roundtable Terms of Reference
- Recommend and help integrate marketing strategies to effectively promote project requirements to secure interested participants
- Engage participants for planning with partners and contractors for activities/events
- Implement outreach strategies for project participants to foster success in roundtables
- Liaise between AETS and delivery partners to ensure delivery requirements are fulfilled
- Assist in collaborating for project deliverables with partners and contractors
- With assistance from the Finance Assistant, the Project Coordinator will be responsible for the management and administration of project finances including monitoring project budgets and costs
- Manage financial records and support travel arrangements/disbursements for events
- Monitor and maintain project activities and participants throughout the duration of the initiatives ensuring compliance with program requirements
- Provide monthly regular reporting on progress to AETS Management
- Analyze and recommend project changes to meet objectives as required, and monitor project according to guidelines established by the funding providers and in accordance with the AETS Policy and Procedures
- Other duties as required

Qualifications: Post-Secondary Diploma/Degree in Business with knowledge and experience in the Mining and/or Health Care Sector. Experience in service delivery of labour market programs including training or a combination of education & training with minimum of 3 years related work experience in labour market program delivery. Excellent interpersonal skills; a strong working knowledge of Microsoft Office; previous experience in working with First Nation clients; Must have a valid Class G Driver's Licence and ability for travel as required. 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 by **Thursday, April 17, 2025 at noon (12:00pm)** via aets@aets.org to:

Recruitment Committee
c/o Anishinabek Employment and Training Services
285 Red River Road, Thunder Bay, Ontario, P7B 1A9

POSITION 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.