



EMPLOYMENT OPPORTUNITY

Employment and Training Coordinator

JOB OVERVIEW:

Reporting to the Band Manager the Employment and Training Coordinator, is responsible for administering the ISET, training and employment program.

RESPONSIBILITIES:

- Assist with identifying the training and employment needs of First Nation clients
- Identify the barriers to employment and assist clients with job readiness skills, job search, resume writing, and preparing for a job interview
- Maintaining accurate client records of work experience, education and employment history and contacting potential employers on behalf of clients.
- Arrange appointments for clients interested in driver training courses
- Provide support to provide career, training and educational counselling
- Transport clients to and from testing and training facilities
- Create Voucher's for clients for PPE
- Following up with clients that are looking for employment
- Assist with the Post-Secondary Support Program
- Data Entry for Venn One system
- Prepare Cheque Requisitions
- Schedule and confirm appointments and meetings of employers
- Organize files and upload them to computer document files
- Create and keep an updated database of clients who are seeking training, educational upgrading and those clients seeking employment
- Collect labour market information for clients for potential job openings,
- Ensure this information is communicated through public meetings, FMFN468 newsletter, social media postings, etc.
- Liaison between the Community and Government, Industry and Businesses, as well as other community groups regarding current and upcoming employment opportunities
- Work closely with ATC on employment/training plans as required and program budgets.
- Other duties as assigned

REQUIREMENTS:

- Post-secondary in a related field of Education, Human Resource Development, and/or Social Work; a combination of education and experience may be considered
- Must have a good knowledge of the Social, Economic, Cultural and Educational characteristics and aspirations of Aboriginal people



- Knowledge of the VennOne program is an asset
- Ability to speak Cree is an asset
- Strong computer skills with a focus on Microsoft Excel and Word
- Must have excellent written and oral communication skills
- Excellent filing skills, both hard copy and electronic
- Must be punctual and reliable
- Class 5 license and reliable vehicle

WHY APPLY?

In addition to your Salary/Hourly earnings, we also offer the following:

- Commitment to accountability, respect for one another, and hard work.
- A benefits package with Insurance, Medical, Dental, and Vision coverage
- A healthy work-life balance with half-day Fridays
- Employee and Family Assistance Program
- An opportunity to work for a harmonious community with a rich culture that builds its economic and social success
- We care a lot about your future, and we offer a defined contribution Registered Pension Plan

HOW TO APPLY:

<https://fmfngroup.com/careers/#job-openings>

Closing Date: Until Filled

Please ensure you indicate the competition #:050923ETC

You can also follow us on social media: Instagram, Facebook, and Twitter & LinkedIn

www.fortmcmurray468firstnation.ca

<https://fmfngroup.com/>

Progressing in Equality, Pride, and Prosperity!