

CHI MINO OZHITOOWIN

NOTICE OF CAREER OPPORTUNITY



Training & Employment Advisor (8 Positions Available)

Full Time (1 Year Contract)

Posting Closes April 5, 2024

JOB DESCRIPTION

The Training & Employment Advisor is a full-time position that reports to the Indigenous Engagement and Participation Manager. They will work collaboratively within a team environment and perform a key role in facilitating the success of participants throughout their training journey with CMO. The position will be responsible for, but not limited to maintaining strong relationships with community leaders and members and regular follow-up with participants to track progress and address any challenges.

Locations (Available Positions)

Eagle Lake First Nation (1)

Gakijiwanong Anishinaabe Nation (1)

Nigigoonsiminikaaning First Nation (1)

Seine River First Nation (1)

Fort William First Nation (2)

Lac Seul First Nation (1)

Ojibway Nation of Saugeen (1)

General responsibilities

- Actively engage in community outreach to recruit participants for training programs.
- Provide ongoing support and guidance to students throughout their training experience.
- Collaborate with training coordinator to ensure program alignment with community needs.
- Assist the Recruitment and Retention Coordinator to facilitate connections between students, training resources, and employment supports.
- Organize and participate in community events, workshops, and information sessions.

Qualifications

- High school diploma or equivalent required
- Degree or diploma in Education, Social Work, Community Development, or a related field is considered an asset.
- Minimum of 2 years of experience in student advising, community engagement, or a similar role.
- Strong understanding of and sensitivity to the cultural and educational needs of Indigenous communities.
- Excellent written and verbal communication skills in English; the ability to communicate verbally in the Indigenous languages spoken in Northwestern Ontario is considered an asset.
- Valid Class "G" license and ability to travel to various community locations.

Competitive salary is to be determined based on education and relevant work experience. Vacation and other compensations to be negotiated.

Interested candidates should submit a resume, cover letter, and references including the most recent employer and at least two others. Applications are to be accepted until 4:00 pm of the closing date.

Any questions and applications can be directed to:

Jeff Robert, Human Resources Manager

jrobert@cmo-fn.ca

We wish to thank in advance all those who submit applications. ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED and only the successful candidate will be notified.