



INTERNAL JOB OPPORTUNITY

Kiikenomaga Kikenjigewen Employment and Training Services is looking for dynamic, qualified and committed individual for the following position:

Project Officer

Background:

KKETS provides culturally appropriate opportunities for education, training and employment by providing professional advisory, support services, relevant systems and programs to empower individuals to take initiative for change in their own lives.

Position Summary: The Project Officer will oversee the coordination and administration of all aspects of the organization's projects, including planning, organizing, leading, and controlling program activities. The Project Officer will identify, build and manage long-term productive and sustainable relationships with strategic external business partners and the Matawa communities to ensure the ongoing success of KKETS

Preferred Qualifications and Experience:

The ideal applicant will have:

- 3+ years education related work experience;
- Degree or Diploma in Business, Education or equivalent combined community work experience;
- Knowledge of Aboriginal Employment & Training;
- Experience working with Indigenous people;
- Excellent interpersonal and communication skills;
- Minimum of one year of training or experience in proposal writing
- Track record of writing successful proposals in a relevant field
- Fluency in Ojibway or Oji-Cree is considered an asset;

Applicants will also have excellent oral and written communication skills; interpersonal and leadership skills; stress management skills, administration, government and First Nations; and hold a valid driver's license or the ability to obtain.

For additional information, including specific qualifications for the position, please view the Job Description at the Matawa website: www.matawa.on.ca.

Deadline: Friday July 3, 2020 @ 4:00PM

Please submit cover letter with resume and three employer references to:

Kiikenomaga Kikenjigewen Employment and Training Services

Dave Neegan, Executive Director

RE: Project Officer JOB POSTING COMPETITION

28 N. Cumberland Street, 3rd Floor, Thunder Bay ON P7A 4K9

Or Fax to: (807) 768-4471

Or Email to: careersa@matawa.on.ca

We thank all who are interested, however only those candidates selected for an interview will be notified.