



JOB OPPORTUNITY

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

Apprenticeship E-Learning Coordinator (Internal/External)

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: Reporting to the Program Manager, the E-learning Coordinator responsibilities include communicating with Program Managers and Coach/Mentors to identify training needs and mapping out development plans for teams and individuals. E-learning Coordinator is responsible for managing, designing, developing, coordinating all training programs. Ideal candidate has experience with various training methods, including on-the-job coaching, mentorship programs and e-learning. Experience with different projects, like management training and soft-skills development, is also essential.

Preferred Qualifications and Experience:

The ideal applicant will have:

- 3+ years education related work experience;
- Red Seal Certification is considered an asset but not required
- Technological literacy
- Degree or recognized Certification in Education, Training, HR or related field
- Experience working with adult education, employment and training sectors
- Knowledge of Aboriginal Employment & Training;
- Excellent interpersonal and communication skills;
- 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: Wednesday June 23, 2021 @ 4:00PM

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

Kiikenomaga Kikenjigewen Employment and Training Services

Dave Neegan, Executive Director

RE: Apprenticeship E-learning Coordinator JOB

POSTING COMPETITION

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

Or Fax to: (807) 768-4471

Or Email to: careers@matawa.on.ca

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