



JOB OPPORTUNITY

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

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 Manager to identify training needs and mapping out development plans for teams and individuals. E-learning Coordinator is responsible for managing, designing, developing, coordinating all IT requirements and data management to support the Certificate in Indigenous Language Revitalization (CILR) program. Ideal candidate with experience with different projects, like training, employment, education and soft-skills development, is also essential.

Preferred Qualifications and Experience:

The ideal applicant will have:

- Proficiency or aptitude for information & technology and/or willingness to learn. Previous experience in an eLearning environment related field considered asset.
- Previous experience selecting or producing media to use during training, using basic knowledge of computer programming to prepare a course website.
- Excellent written and verbal communication skills.
- Good problem-solving skills.
- Knowledge of Aboriginal Employment & Training;
- Fluency in Ojibway or Oji-Cree is considered an asset;

Applicants will also have excellent stress management skills, administration, government and First Nations; and hold a valid driver's license or the ability to obtain. *Matawa First Nations Management has adopted a COVID-19 Vaccination Policy by which all staff who are eligible must be fully vaccinated.*

If you have any questions or concerns regarding this, please contact us.

For additional information, including specific qualifications for the position, please view the Job Description at the Matawa website:

www.matawa.on.ca.

Deadline: Open until filled

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

Kiikenomaga Kikenjigewen Employment and Training Services

Dave Neegan, Executive Director

RE: E-learning Coordinator JOB POSTING COMPETITION

523 Algoma St. N. Thunder Bay ON P7A 5C2

Or Fax to: (807) 768-4471

Or Email to: kkets-reception@matawa.on.ca

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