



JOB OPPORTUNITY

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

Employment Community Coordinator (ECC) Program Officer (Internal)

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 ECC Program Officer oversees the coordination of certain aspects of the organization's Indigenous Skills and Employment Training Strategy ("ISETS") projects, including planning, organizing, leading, and controlling program activities. The ECC Program Officer will work with each community's Employment Community Coordinator to ensure that community initiatives are being fulfilled (all Primary Responsibilities below also pertain to providing assistance to ECCs to complete these duties, where applicable) and continue to build the capacity of the ECCs in each community. The ECC Program Officer will also travel to the Matawa Communities to conduct applicable workshops for ECCs and First Nation members.

Preferred Qualifications and Experience:

The ideal applicant will have:

- Minimum high school diploma; University or College degree/diploma preferred
- 3-5 years' experience in a related field
- Budget development and monitoring
- Career counseling
- Working with First Nation people within First Nation Communities
- Handling client files and database entries
- Excellent organization skills and willingness to travel to the communities
- Work plan development and implementation
- Fluency in Cree, 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 one. ***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: January 25th, 2023 4:00pm EST

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

Kiikenomaga Kikenjigewen Employment and Training Services

Roxann Shapwaykeesic, ISETS Manager

RE: ECC Program Officer JOB POSTING COMPETITION

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

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

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