



AETS

**Anishinabek Employment
and Training Services**

Your path. Our ways.

Serving the First Nation Citizens of: Animbiigoo Zaagi'igan Anishinaabek, Biigtigong Nishnaabeg, Biinjitiwaabik Zaaging Anishinaabek, Bingwi Neyaashi Anishinaabek, Kiashke Zaaging Anishinaabek, Michipicoten First Nation, Netmizaggamig Nishnaabeg, Pays Plat First Nation and Red Rock Indian Band.

Integrated Employment Services Delivery (IESD) Model Coordinator – Thunder Bay, Ontario (1 Full-time contract until March 31, 2026)

Anishinabek Employment & Training Services (AETS) provides education, training to employment programs and services to the on- and off-reserve members of nine participating First Nations. AETS operates in conjunction with the Indigenous Skills and Employment Training Agreement (ISETA) to support the Indigenous Skills and Employment Strategy between Service Canada and the Anishinabek.

You are sincere in your passion to assist in the development of a skilled Indigenous workforce, through the provision of individual and community-based employment and training initiatives. You have demonstrated experience in providing excellent customer service skills and excel at embracing diversity while establishing rapport with job seeker and employer clients. This project focuses on the integration of activities to ensure resources are utilized most efficiently to achieve the expected outcomes of an IESD with up to 8 Northwestern Ontario ISETA Holders to enhance Indigenous client pathways to employment. Ideally, you have previous experience in the delivery of Labour Market programs and services including jobseeker collaborative supports as well as being proficient in using Microsoft Office products.

Under the direction of the Executive Director and supervised by management, the incumbent will provide administrative and operational support as well as be assigned specific project responsibility related to collaborations in the Northwest catchment area for inclusion of Indigenous perspectives within the ISED model - <https://www.aets.org/iesd>.

IESD Model Co-ordinator Duties: The role includes working with staff, committees, stakeholders, and job seeker and employer clients for a wide variety of duties to:

- Support project development, implementation and administration of...
 - an Indigenous Advisory Circle
 - Resource and services available in the Northwestern Ontario Catchment Area
 - Cultural Awareness Training Modules and Delivery
- Other tasks include...
 - Developing a framework for marketing services offered through the ISETA's and other Indigenous organizations
 - Quarterly evaluations and review of Indigenous clients
 - Develop evaluation process for Indigenous clients to provide feedback and recommendations for improvements
 - Capacity building for strengthening service delivery to Indigenous People are ISET orientated
 - Collaboration in addressing client needs related to an integrated model of service delivery, including language app information
- Recommend and help integrate marketing strategies including online tools
- Implement outreach strategies for participant supports to foster success in the program
- Monitor program participants and work as a liaison between AETS and delivery partners
- Interpret program and funding criteria for potential sponsors and ensure compliance
- Maintain project activities and participants throughout the duration of the initiatives ensuring compliance to program requirements
- Develop collaboration and models of delivery to meet the needs of the client
- Analyze and recommend changes to program criteria, systems, and procedures
- Monitor project budget and costs according to guidelines established by the funding providers and in accordance with AETS Policy and Procedures
- Provide monthly regular reporting on progress to AETS Management
- Assist Executive Director with the implementation of the Rural Transit Solutions Survey
- Perform other duties as required.

Qualifications: Post-Secondary Diploma/Degree in Business or Social Science with knowledge and experience in employment services delivery preferred. Experience in administration and service delivery of labour market programs; or a combination of education & training with a minimum of 3 to 5 years related work experience in administration and service delivery of labour market programs. Excellent interpersonal skills; a strong working knowledge of working with client databases and Microsoft Office including Access, Excel, PowerPoint, Publisher and Outlook; previous experience in working with First Nation clients; Valid Class G Driver's Licence and ability for regular travel to various regional work locations.

Interested candidates are invited to submit a cover letter including a salary range, resume and the names of three references by Thursday, April 17, 2025, at noon (12:00pm) via aets@aets.org to:

Recruitment Committee
c/o Anishinabek Employment and Training Services
285 Red River Road, Thunder Bay, Ontario, P7B 1A9

POSITION POSTED UNTIL FILLED.

First Nation Citizens of the AETS nine member participating communities are encouraged to apply. Applicants are asked to identify the First Nation Community in the requested cover letter.

We appreciate your interest; however, only those interviewed will be notified.