



## JOB OPPORTUNITY

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

### **Apprenticeship Officer (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:** The Apprenticeship Officer is responsible for assuring that the project has administrative and organizational support. The purpose is to increase apprenticeship awareness with participants, and to assist with skills development and employment after they have completed training programs, tracking long term success for program delivery and outcome measurements.

#### **Preferred Qualifications and Experience:**

The ideal applicant will have:

- 3+ years education related work experience is considered an asset;
- Background in managing Apprenticeship data and compliance records;
- Red Seal Certification is considered an asset but not required;
- Experience working with adult education, employment and training sectors;
- Knowledge of Aboriginal Employment & Training;
- Excellent interpersonal and communication skills;
- Fluency in Ojibway, Oji-Cree or 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. *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](http://www.matawa.on.ca).

Deadline: Until Filled

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

**Kiikenomaga Kikenjigewen Employment and Training Services**

Dave Neegan, Executive Director

RE: Apprenticeship Coach/Mentor JOB POSTING

COMPETITION

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

Or Fax to: (807) 768-4471

**Or Email to:** [careers@matawa.on.ca](mailto:careers@matawa.on.ca)

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