



EMPLOYMENT OPPORTUNITY

POSITION: Skills Link Coordinator

DEPARTMENT: Education Development

Job Summary:

Under the direction of the Education Manager, the department seeks a Skills Link Coordinator who is a passionate and dedicated individual. The Coordinator will play a pivotal role in the planning, implementation, and evaluation of employment programs and initiatives aimed at enhancing the economic prospects and well-being of Indigenous youth.

Duties and Responsibilities:

- Plan, coordinate, and oversee the delivery of employment programs and services targeted toward Indigenous youth, in alignment with the goals and objectives of the First Nations and Inuit Youth Employment Strategy (FNIYES).
- Engage with Indigenous youth, community leaders, elders, and stakeholders to identify employment needs, opportunities, and barriers within the community, ensuring programs are culturally relevant and responsive.
- Establish and maintain relationships with employers, training institutions, government agencies, and community organizations to create employment opportunities, training partnerships, and support networks for Indigenous youth.
- Identify and secure funding opportunities, grants, and partnerships to support the sustainability and expansion of employment programs and initiatives for Indigenous youth.
- Provide guidance, mentorship, and support to Indigenous youth participants, empowering them to develop essential job skills, access training opportunities, and achieve their employment goals.
- Maintain accurate records of program activities, participant demographics, and outcomes, and prepare timely reports for funders, stakeholders, and government agencies as required.
- Advocate for the needs and interests of Indigenous youth in employment-related matters and contribute to policy discussions and initiatives aimed at improving employment outcomes for Indigenous communities.
- Ensure that all programs and services are delivered in a culturally safe and inclusive manner, respecting Indigenous cultures, traditions, and protocols.
- Work collaboratively with other organizations, government agencies, and community partners to maximize resources and opportunities for Indigenous youth employment and contribute to collective efforts towards Indigenous economic development.

QUALIFICATIONS:

- Grade 12 Diploma or equivalent experience in Indigenous studies, social work, community development, or a related field.
- Knowledge and understanding of Indigenous cultures, histories, and socio-economic contexts, with a focus on First Nations communities.
- Previous experience in program coordination, community engagement, and/or youth development, preferably within Indigenous communities or organizations.

- Strong communication, interpersonal, and organizational skills, with the ability to engage effectively with diverse stakeholders.
- Commitment to the principles of equity, diversity, and inclusion, and a passion for supporting Indigenous youth empowerment and economic development.
- Ability to work independently and collaboratively in a dynamic, fast-paced environment, with flexibility to adapt to changing priorities and circumstances.
- Proficiency in computer applications and software for data management, reporting, and communication purposes.
- Willingness to work flexible hours, including evenings and weekends, as required.
- Speak and understand Cree language an asset.
- Willing to sign an Oath of Confidentiality Agreement.
- Must have a valid Driver's License.
- Must submit a Criminal Records Check.
- Maybe Subject to Drug Test.

CLOSING DATE: May 16, 2024

**All applicants will be screened, we thank all interested applicants for their interest, but only those who are qualified and submit the required documents will be contacted for an interview.*

For applications and further information, please contact:

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