



# SEVEN GENERATIONS EDUCATION INSTITUTE

## EMPLOYMENT OPPORTUNITY

# TRAINING COORDINATOR

### (ONE (1) YEAR CONTRACT)

Seven Generations Education Institute requires the services of a Training Coordinator for the Secondary and Post-Secondary Program in **Fort Frances**.

The **Training Co-ordinator** is responsible for promoting program participants to the employer, community and liaising with employers to obtain job training and to identify job training opportunities. This includes working closely with the project staff to ensure the service reflects participants' needs, abilities and employment goals.

#### **RESPONSIBILITIES:**

- Coordinate and conduct training initiatives to communities, organizations and employers;
- Develop relationships with employers to ensure clients training needs reflect current market;
- Work with clients based on their individual skills and abilities;
- Complete reports and documentation when required.

#### **EDUCATION AND EXPERIENCE REQUIRED:**

- Post-Secondary Education, preferred;
- Excellent Communication Skills;
- Experience in networking, government and media relations;
- Extensive project management skills;
- Experience in managing multiple projects;
- Intermediate to advanced computer skills using Microsoft Office (Word, Excel, PowerPoint, Publisher);
- Understanding of Ojibwe language, culture and traditions, preferred;
- Must demonstrate and must have the ability to comprehend and develop project budgets;
- Must have access to reliable transportation and must possess a valid driver's license

#### **OTHER QUALIFICATIONS AND CRITERIA:**

- The individual must have excellent organizational and time management skills.
- The individual must be flexible with respect to established plans and goals.

**PHYSICAL EFFORT:** Some heavy lifting may be required.

**LOCATION:** Fort Frances, Ontario

**SALARY:** To be negotiated

Applications must include a **cover letter, current resume**, including **three (3) employment related references one (1)** of which must be from a **current or recent supervisor**.

Please submit by **3:00 p.m. on Friday July 28, 2017** to the attention of the:

**Personnel Committee**  
**Seven Generations Education Institute**  
**P.O. Box 297, 1455 Idylwild Drive,**  
**Fort Frances, ON P9A 3M6.**  
**Fax 807-274-8761**  
**E-mail: [michellea@7generations.org](mailto:michellea@7generations.org)**

*We would like to thank everyone for their application, but only those individuals selected for an interview will be contacted.*