



SHOONIYAA WA-BIITONG EMPLOYMENT OPPORTUNITY FULL-TIME EMPLOYMENT ADVISOR FORT FRANCES, ON

Empower Careers. Strengthen Communities. Make a Lasting Impact.

Shooniyaa Wa-Biitong is seeking a dedicated, compassionate, and career-minded Employment Advisor to join our team. This is an incredibly meaningful role where you will support Treaty #3 First Nations members in building confidence, developing strong job-seeking skills, accessing training opportunities, and securing long-term employment. If you're passionate about helping people achieve their goals and want a career with purpose, this position offers a truly rewarding path forward.

Our team values respect, collaboration, cultural grounding, and community well-being. As part of Shooniyaa Wa-Biitong, you'll be contributing to building a strong Indigenous labour force, supporting economic development, and helping clients transition successfully.

Duties:

- Assist clients with resume creation, interview preparation, job search strategies, and career exploration.
- Support the development of strong work habits, positive attitudes, and job readiness while monitoring and encouraging progress.
- Refer clients to additional supports, training programs, and community resources when needed.
- Provide guidance to individuals seeking to maintain employment or make career transitions.
- Build and maintain strong relationships with employers, industry partners, and community contacts to create job and training opportunities.
- Match client qualifications with employer needs, facilitate job placements, and support funding or training agreements.
- Deliver workshops, employer information sessions, and employment-related presentations to community groups or organizations.
- Participate in labour market information gathering and regional advisory discussions to support ongoing program planning.
- Prepare and contribute to funding applications, proposals, and training agreements.
- Monitor contractual agreements for compliance and track progress against key performance indicators.
- Maintain accurate client and employer records in the ARMS database; enter data for quarterly Service Canada uploads; prepare regular progress reports.
- Work collaboratively with First Nation partners to ensure effective servicing, communication, and client outcomes.

Qualifications:

- Post-Secondary education in social sciences, humanities, social services, business administration, or related discipline, or a minimum of 3 years of experience working in a related field.
- Experience in education, professional training, or career counselling.
- Previous experience utilizing a case management model is desired.

- Knowledge of theory, principles, and practices of career counseling and career development preferred.
- Familiarity with available community resources in the Treaty #3 Territory.
- Excellent verbal and written communication skills.
- A well-defined sense of diplomacy, including conflict resolution and people management skills.
- High degree of resourcefulness, flexibility, and adaptability.
- Able to plan and organize work effectively and ensure its completion.
- Computer literacy, including effective working skills of MS Word, Excel, and Outlook required.
- Excellent facilitation, teamwork, and team building skills.
- Strong morals and ethics, along with a commitment to privacy and confidentiality.
- Experience working in an Anishinaabe organization - ability to understand and speak Anishinaabemowin an asset.

Salary: \$63,000-68,958.50 per year, commensurate with experience

Benefits of the Organization:

- Vacation: 3 weeks per year, plus 2 additional weeks off during the Christmas shutdown
- Health & Wellness: 100% employer-paid benefits
- Retirement: Pension plan for long-term security
- Work Environment: Collaborative and supportive team culture

The position will be situated in the Eastern Office of Shooniyaa Wa-Biitong at the Nanicost Complex.

Please submit your resume with a cover letter and resume to:

Hiring Committee – Shooniyaa Wa-Biitong

P.O. Box 2909, 580 Lakeview Drive

Kenora, ON P9N 3X8

Fax: 807-468-1813

E-Mail: melanie.mcpherson@shooniyaa.org

A full job description is available upon request.

This position will remain open until filled.

We wish to thank all applicants, however, only those selected for an interview will be acknowledged.