



# Employment Opportunity

Position: **Mino-niigaanendmowin Site Facilitator**  
Status: Full-time Term Contract  
Opening Date: November 12, 2021  
Start Date: November 29, 2021

Posting Reference #: NTC 20210901 - SF  
Contract End Date: March 31, 2022  
Closing Date: November 19, 2021  
Location: Biinjitiwaabik Zaaging Anishinaabek, ON

Celebrating our 15<sup>th</sup> year, Nokiiwin Tribal Council is a rapidly expanding non-profit organization with more than 30+ staff providing a diverse range of services. Nokiiwin Tribal Council is dedicated to working in unity with our five member First Nations to enhance growth and prosperity in the areas of governance, finance, access to justice, economic development, community planning, technical and education services. For more information or to apply, please visit at [www.nokiiwin.com/work](http://www.nokiiwin.com/work).

Nokiiwin Tribal Council has prioritized lifelong learning in their most recent strategic plan. To that end it requires 3 site facilitators to assist in the operation of the Mino-niigaanendmowin Project, which focusses on life skills and job readiness for participants aged 18 – 30.

**Facilitators must live in local area**, as housing is not provided. Site Facilitators will work in Biinjitiwaabik Zaaging Anishinaabek, and service clients from that First Nation as well as clients from Bingwi Neyaashi Anishinaabek, Animiigoog Zaagi'igan Anishinaabek, and Beardmore

## Summary of duties:

- Provide information, intake, assessment, counselling, and referral services to registered individuals and employers accessing the Mino-niigaanendmowin program.
- Responsible for communication to First Nation communities, program participants, and employers.
- Responsible for recording and submission of monthly statistics.
- Responsible for the development of a marketing plan.
- Responsible for the recording, reporting, and updating participant records and exchanging information with the funder, as required.
- Ability to work in a dynamic service delivery environment, work closely with other team members, and can achieve program deliverables independently.

## Preferred Qualifications:

- High School Diploma or equivalent required, post-secondary education in a relevant field is an asset.
- Experience working with target group
- Knowledge of barriers faced by Indigenous people to employment and education
- Ability to accurately fill out reports and track activities
- Valid Driver's License and current satisfactory Criminal Reference Check is required
- Ability to travel and work with Nokiiwin member communities
- Strong organization, communications, time management, and problem-solving skills
- Must be computer literate in MS Office
- Fluency in Anishinaabek, knowledge and appreciation of Anishinaabek culture and heritage are assets

Please send your cover letter, resume, and 3 work-related references to:

**4:00 p.m. Friday November 19, 2021:**

**Human Resources, Nokiiwin Tribal Council**  
384 Fort William Road, Thunder Bay, ON, P7B 2Z3  
E-mail: [hr@nokiiwin.com](mailto:hr@nokiiwin.com) | Fax: (807) 474.4238

*Only candidates who meet the qualifications and are granted an interview will be contacted.*

*Nokiiwin is an equal opportunity employer and is committed to providing employment accommodation in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require accommodation to apply or if selected to participate in an assessment process, please advise Human Resources.*

