



# Employment Opportunity

Position: **Employee Development Advisor**  
Status: Full-time Term Contract  
Opening Date: November 24, 2022  
Location: Thunder Bay, ON

Posting Reference #: NTC 20221124 - EDA  
Contract End Date: December 31, 2027  
Closing Date: December 2, 2022  
Start Date: January 3, 2023

Nokiiwin Tribal Council is a rapidly expanding non-profit organization with more than 40+ employees 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, please visit at [www.nokiiwin.com](http://www.nokiiwin.com).

Nokiiwin is seeking an Employee Development Advisor will work to deliver the Indigenous Employee Development Program by providing ongoing support to participants. They will recruit participants, match them with positions, run participant orientation sessions, and coordinate training delivery.

## Summary of duties:

- Working closely with communities and the project steering committee to recruit participants into the Indigenous Employee Development Program
- Develop a participant screening process
- Develop and deliver participant orientation
- Coordinate delivery of the on-the job training and provide participant evaluation
- Support participants with general supports, including but not limited to, childcare and transportation
- Provide advice and make referrals to other agencies, as appropriate
- Provide general project coordination including, managing expenditures, track performance on deliverables and communicating with the funder
- Maintain participant records

## Preferred Qualifications:

- Post-secondary degree or diploma in a related field such as education, Indigenous studies, or another related field
- Life skills coach certification would be an asset
- Knowledge of issues around work readiness
- Excellent written and verbal communication skills
- Experience around managing clients and supports
- Strong writing, communications, and planning skills
- Demonstrated ability to work interpedently under tight deadlines
- Ability to travel and work in Nokiiwin communities
- Must be computer literate in Microsoft Office
- Fluency in Anishinaabe, knowledge and appreciation of Anishinaabe culture and heritage are assets
- Valid Drivers License
- Successful completion of a Level 1: Police Criminal Reference Check

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

**4:00 p.m. Friday December 2, 2022**

**Human Resources, Nokiiwin Tribal Council**

384 Fort William Road, Thunder Bay, ON, P7B 2Z3

E-mail: [hiring@nokiiwin.com](mailto: hiring@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.*