

EMPLOYMENT READINESS PROGRAM COORDINATOR

Mission

To connect community members to employment opportunities by establishing a roadmap that guides them on their employment journey.

Who Are You?

You know how to connect and assess the learning needs of adult learners and provide mentorship and support that builds both personal and professional capabilities and confidence. You have a genuine, personal touch and inspire others to learn in a safe and caring environment.

What Will You Do

Reporting to the Education and Employment Coordinator, you will work closely with the Shuswap Indian Band community members to connect them to employment opportunities. You will create action plans that address individual barriers to employment and develops skills that will prepare them for sustainable employment.

Responsibilities

- Work with the Education and Employment Coordinator to understand individual community members learning needs, learning styles and employment aspirations.
- Work with local employers to understand employment needs and opportunities that align with community members' skills and interests.
- Coordinate with local colleges and training institutions to connect community members to programs that develop essential skills and attain the qualifications needed to be workforce ready.
- Identify overall learning gaps and align with training opportunities that will drive attendance, engagement and inspire continual learning.
- Work with the Shuswap Indian Band to align with the overall education strategy and assign indicators to help gauge and measure the success of programs.
- Identify future opportunities that will enhance and expand all learning programs.



Qualifications

- A graduate or undergraduate degree in Education, HR, Indigenous Studies, or related studies.
- Experience in coordinating workplace readiness programs and working 1-1 with adult learners.
- Experience in conducting needs assessments, interpreting findings, and recommending or developing programs that develop personal and workplace readiness skills.
- Experience working and collaborating with Indigenous community members and education partners.
- Demonstrated success in developing and implementing programs with measurable success and outcomes.
- Proficient in all Microsoft Office applications.

Personal Attributes

- Exceptional at building trusting relationships. Highly collaborative and intentional when building partnerships.
- Impeccable attention to detail and high standards for quality.
- Outstanding verbal, written, and presentation skills. You are a clear, concise communicator.
- Highly organized. Solid time management and project management skills.

Schedule and Compensation

This is a contract opportunity starting as soon as possible ending August 31, 2022. You will work 32 hours a week, Mon-Fri from 9 am – 4 pm @ an hourly rate of \$25.00. Ideally, the successful candidate would be available to support future educational programs on an as-needed, contract basis.

How to Apply

We value diversity and welcome all qualified candidates to apply. Employment and promotion of an Indigenous person or Shuswap Band members will be administered in a fair and reasonable manner and is consistent with the Canadian Human Rights Commission Policy on “Aboriginal Employment Preference.”

If interested, please apply to nmorgan@shuswapband.ca by March 4, 2022. Only qualified candidates will be contacted.