

MÉTIS NATION OF ONTARIO JOB POSTING

EMPLOYMENT DEVELOPER

Internal/External Job Posting
Indeterminate, Full-time position

Location: Thunder Bay
Closes: June 11, 2019, 4:30 pm
Posting: 061119-ED-TBAY

Applications must be submitted on-line at <http://www.metisnation.org/job-board/careers/>

The Métis Nation of Ontario Education and Training Branch (MNOET) seeks a strong team player with excellent client service skills to provide a range of services as Employment Developer. The permanent, full-time position is located at the Métis Nation of Ontario office in Thunder Bay, with some travel throughout the region. The successful candidate will be enrolled in the Group Benefits and Registered Pension Plan after successfully completing 3 months of employment. This position reports to the Supervisor Labour Market Projects.

In carrying out the following duties, it is expected that the *Employment Developer* will:

- Fully understand the significance and fundamental importance of MNO's Statement of Prime Purpose (SPP) to all MNO's work, and to the requirements of the position specifically
- Adhere to MNO Policies and Procedures and MNO's Financial Policies and Procedures at all times
- Uphold MNO's Standards of Professional Conduct at all times
- Adhere to Privacy Laws and respect confidential information at all times
- The employee must be cognizant of the Ontario Employment Standards Act, Occupational Health and Safety Act, Workers' Safety and Insurance Board, Ontario Human Rights Code, Canadian Human Rights Act, and other legislative provisions governing the employment relationship between MNO and the employee
- Ensure that all activities are conducted in accordance with established Métis Nation of Ontario Policies and Procedures and Contribution Agreements (CA)
- Work in collaboration within the Branch, other MNO branches, MNO leadership, MNO citizens, MNO contractors and consultants on related projects
- Attend the Annual General Assembly (MNO Policy 2.120)

The incumbent is responsible for the following items, as well as other duties and responsibilities as may be assigned by the Supervisor, Labour Market Projects:

1. Support clients and participants of all skills development projects operating in outlined service area to find and secure employment
2. Develop relationships with employers, industry associations, unions and other employer stakeholders
3. Establish links with other Aboriginal Employment groups and organizations to support clients on projects and in training
4. Assist with the development and distribution of employer and project marketing materials
5. Gather and evaluate local, regional and provincial labour market information
6. Plan and deliver employer information sessions
7. Participate in labour market planning discussions and employer-focused advisory groups as directed
8. Review client information, skills and abilities and assist clients and project participants in acquiring the necessary academic qualifications for specific employment opportunities
9. Provide advice, information and orientation sessions for clients on project and employer expectations, educational options and employment opportunities
10. Develop resume and cover letter writing and interview preparation techniques and deliver sessions targeted to projects, specific sector and employment opportunities
11. Liaise with industry representatives and employers to create employment opportunities for program participants
12. Liaise with Manager of Projects and Partnership as a means of monitoring skills development project activity, deliverables and outcomes
13. Assist with skills development project proposals and in project implementation
14. Collaborate with Employment Counselor(s) and other project staff to serve project and client employment objectives
15. Match client qualifications to job skills and employer needs and arrange interview opportunities
16. Negotiate training subsidies with employers based on proposal guidelines
17. Establish internships and summer experience opportunities with employers for Métis youth
18. Maintain skills inventory and employer profiles on a database
19. Monitor, evaluate and report on outcomes of training to employment interventions
20. Maintain project statistics and submit required reports
21. Ensure work plans and project milestones are met and reported accordingly



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22. Travel to Regional MNO offices and/or communities to give presentations or attend meetings. This may require overnight stays in the community and a varied work schedule

Mandatory Qualifications:

- Post-secondary education in social sciences, humanities, social services, business administration or related discipline and/or a minimum of 2 years' experience working in a related field
- Financial experience (budgeting, forecasting, monitoring, and reporting)
- Experience working in a non-profit environment
- Extensive experience of standard office operations and equipment
- Successful completion and maintenance of a Police Security Check
- Must have a valid driver's license and availability to travel
- Availability to travel, at times out of town, requiring overnight stays
- Proficiency with computer programs (Outlook, Excel, Word and PowerPoint)

Requirements:

- Knowledge of the history, culture and structure of the Métis Nation of Ontario
- Experience working with Aboriginal communities is an asset
- Must be able to work with minimal supervision and as part of a team
- Demonstrated strong administrative, organizational and communication skills (English), detail oriented

The Métis Nation of Ontario welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We thank all applicants for their interest but advise that only those selected for an interview will be contacted. Preference may be given to qualified Métis candidates.