



# TRAINING COORDINATOR

<b>Job Title:</b>	TRAINING COORDINATOR	<b>Job Category:</b>	STAFF MEMBER
<b>Location:</b>	Remote Office	<b>Travel Required:</b>	Yes
<b>Salary Range:</b>	\$48,000 - \$52,000 per year	<b>Position Type:</b>	Full Time – 35 Hours
<b>Job Description</b>			
<p><b>OFNEDA VISION</b></p> <p>The Ontario First Nations Economic Developers Association will promote and support a working environment and resources for our members / stakeholders that will enhance and promote economies that are viable and culturally sensitive, as defined by each First Nation community.</p> <p><b>OFNEDA MISSION</b></p> <p>To empower and support economic sustainability through capacity building, networking and access to technical expertise, best practices and information sharing to our members/stakeholders while recognizing the unique and diverse nature of each First Nation.</p> <p><b>QUALIFICATIONS</b></p> <p>OFNEDA will consider candidates that possess and adequate combination of skills and experiences required to successfully fulfil this role. All candidates will have the flexibility to travel within the province of Ontario (and occasionally nationally) and must possess an excellent understanding of First Nation communities and culture. Candidates will also have a practical knowledge of First Nation economic development organizations and their mandates.</p> <p>Although not mandatory, OFNEDA would expect candidates to have, at a minimum, the following experience and education qualifications:</p> <ol style="list-style-type: none"> <li>1. Highschool diploma; College diploma preferred in HR/Training</li> <li>2. Minimum of one year of training coordination experience, preferably in a similar role             <ol style="list-style-type: none"> <li>a. Includes the ability to source, develop, schedule and deliver training sessions.</li> <li>b. Includes the ability to prepare RFPs for training and coordinate with other institutions.</li> </ol> </li> <li>3. Proficiency in the Microsoft Office Suite of Products</li> </ol> <p>In addition to above, candidates must also possess the following personal attributes:</p> <ol style="list-style-type: none"> <li>4. Superior communication skills</li> <li>5. Excellent organizational and time management skills</li> <li>6. Ability to work from a home-based office with minimal supervision.</li> </ol>			



# TRAINING COORDINATOR

## GENERAL DESCRIPTION

The Training Coordinator is responsible for the development, sourcing, scheduling, coordination and delivery of all training programs for OFNEDA. The Training Coordinator's mandate is to:

- i. Develop training subject matter that is a priority to FN EDOs in Ontario and source professional trainers to deliver workshops either in-person or on-line.
- ii. Coordinate execution of professional EDO certified training programs like CANDO TAED and EDAC Ed.C with FN EDOs who qualify.
- iii. Work with consultants on determining appropriate training material for underdeveloped FN EDOs.
- iv. Provide member support services in funding application completion and proposal writing.
- v. Be an active member of the conference committee in planning the conference workshop and speaker subject matter and source speakers for delivery and participation.
- vi. Network with other indigenous organizations on promoting other workshop training sessions for the benefit of OFNEDA members.

Intermittently, the coordination of financial information with contracted service providers may be required. Also, attendance and or participation in conferences and workshops led by outside organization may be required.

## POSITION RESPONSIBILITIES

The Training Coordinator primary role is to:

- Understand OFNEDA's mandate and deliver training workshops and professional certification programs for FN EDOs in Ontario.
- Develop and implement an annual training work plan for the Director of Marketing & Training's approval
  - Establish training schedule that meets organization objectives and EDO needs and coordinate the delivery of the schedule each year both in-person and on-line.
  - Source professional trainers to deliver the schedule at the best value possible through an RFP process and execute contract agreements.
  - Coordinate the delivery of the CANDO TAED and EDAC Ec.D programs each year to EDO members who qualify.
  - Work with outside consultants on developing an OFNEDA EDO training program geared towards northern community needs. Schedule and execute program once developed and approved.
  - Provide member support in the areas of funding application completion and proposal writing.
- Communicate constantly with the Director of Marketing & Training on training initiatives for approvals and evaluation.
- Coordinate with the accountant on the processing and timely filing of payments and spending for the organization on training initiatives.
- Communicate effectively and respond timely to requests from the Director of Marketing & Training, Executive Director, the Executive Board, members, consultants and potential trainers.
- Internal member in the development of workshop topics and speaker material for the OFNEDA annual conference
- Operate under the organizations policies, controls and procedures.
- Other tasks/duties/responsibilities as requested by the Director of Marketing & Training.



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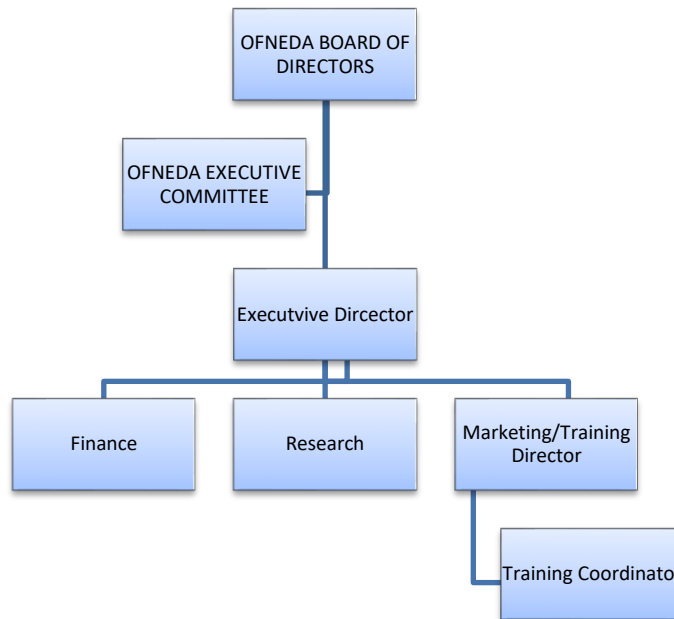
## KEY RELATIONSHIPS

In addition to key internal and member relationships, the Training Coordinator is required to foster and maintain effective working relationships with:

- Indigenous Services Canada (ISC)
- Ministry of Indigenous Affairs Ontario (IAO)
- FN Economic Development Officers
- First Nations
- Provincial Territorial Offices (PTO's)
- Tribal Councils (TC's)
- Other Indigenous Organizations (CANDO, CCAB, ITAC, etc.)
- Business Organizations interested in doing business with FN
- Various marketing channels
- Indigenous training consultants

## REPORTING AND AUTHORITIES

The Training Coordinator reports directly to the Director of Marketing & Training of OFNEDA.



The Training Coordinator is a key resource in the development and delivery of the approved training plan and budget, training topics, training consultant agreements, member support, and conference planning. Final authority and approval power remains at the Executive Director level.

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date