



The MISSISSAUGAS OF THE CREDIT FIRST NATION

is accepting applications for the position of

LDM Training Coordinator

Closing Date: January 23, 2025 at 12pm

Job Summary:

The purpose of the LDM Training Coordinator is to ensure the coordination of the training programs for members of the Mississaugas of the Credit First Nation is completed in an effective and efficient manner, and to aid in the improvement and effectiveness of the funding for the training programs for community members. The LDM also serves ANY First Nation member within the surrounding district to assist in accessing employment and training funding from their home LDM.

Education and Experience

- College diploma in Business Management, Employment Services or related area plus 2 years of experience in the delivery of employment and/or employability development services
- Or High School diploma or equivalent plus 5 years of experience in the delivery of employment and/or employability development services

Knowledge

- Knowledge of Aboriginal Employment and Training infrastructures and their services
- Knowledge of the Aboriginal Labour Force Development Circle and its programs and services
- Knowledge of INAC Programs and Services
- Knowledge of the barriers Indigenous people face in their quest for meaningful employment opportunities
- Solid background in computers with specific knowledge of Microsoft Word and Excel, PowerPoint and Simply Accounting

Skills/Abilities

- Ability to work cooperatively with other staff and management
- Ability to relate effectively to community members
- An organized approach and strong work ethics
- Able to work unsupervised and accomplish set out tasks in a timely fashion
- Good typing skills, business writing abilities and an excellent command of the English language
- Organizational skills and good case management record keeping abilities
- Work-place relevant experience in budgeting and financial forecasting
- Experience in facilitation or workshop development or delivery on Life Skills, Resume, Cover Letter development and/or Interview skill building
- Contracting and proposal development background

Assets

- Knowledge of Labour Market Information as it relates to the Mississaugas of the Credit First Nation and the surrounding communities is an asset
- Knowledge of the history, culture and/or language of the Mississaugas of the Credit First Nation is an asset

Please submit your cover letter, resume, proof of educational qualifications and three current references to:

The Mississaugas of the Credit First Nation

Attention: Personnel Committee

2789 Mississauga Road

Hagersville, ON

N0A 1H0

Applications will also be accepted by fax at 905-768-1225 or via email listed below.

A detailed job description is available at the MCFN Admin Building or by email at HRClerk@mncfn.ca

Preference will be given to Indigenous applicant. Self-identification is encouraged.

Miigwech to all who apply, only those candidates selected for an interview will be contacted.