



Employment Opportunity

Training Coordinator

Applications are now being accepted for the following remote **Full Time Permanent** position:

Training Coordinator

The Training Coordinator is responsible for the development, sourcing, scheduling, coordination and delivery of all training programs for OFNEDA. The Training Coordinator is also responsible for sourcing and delivering training programs for First Nation entrepreneurs in cooperation with the Entrepreneurship Committee and DM&T. The Training Coordinator's mandate is to:

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

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 a training schedule that meets organization objectives and EDO needs and coordinate the delivery of the schedule each year both in-person and online.
 - Source professional trainers to deliver the schedule at the best 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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QUALIFICATIONS

OFNEDA will consider candidates that possess an 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.

Although not mandatory, OFNEDA would expect candidates to have, at a minimum, the following experience and education qualifications:

- Highschool diploma; College diploma preferred in Business Administration
- Minimum of one year of training coordination experience, preferably in a similar role
 - Includes the ability to source, develop, schedule and deliver training sessions.
 - Includes the ability to prepare RFPs for training and coordinate with other institutions.
- Proficiency in the Microsoft Office Suite of Products
- In addition to the above, candidates must also possess the following personal attributes:
- Superior communication skills
- Excellent organizational and time management skills

Ability to work from a home-based office with minimal supervision.

TERMS OF EMPLOYMENT

This is a remote Full Time Permanent position beginning immediately. Annual salary range for this position is \$54,000 to \$58,000 per year based on a 35-hour work week.

APPLICATION PROCESS

Cover letter, resume, along with email address and phone number of two employment references are required for a complete application package. Incomplete or late application package will not be considered.

Please submit application package to:

Tiffany Taylor, Recruitment Officer for OFNEDA
Cambium Indigenous Professional Services (CIPS)
t.taylor@indigenouseaware.com

Deadline for Applications: Friday, February 7, 2025 @ 4:30 p.m.

Job description can be found on the OFNEDA website: www.ofneda.ca or by emailing the above contact.