



**Aboriginal Labour Force Development Circle**  
274 Highway 49, Tyendinaga Mohawk Territory, ON  
K0K 1X0  
Tel: 613-771-1627 or 1-800-446-1629  
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## **LABOUR MARKET INFORMATION (LMI)**

### **Job Description**

### **1 Year Contract (With Possibility of Extension)**

**TITLE:** LMI/Communications Officer

**LOCATION AND HEAD OFFICE:** Aboriginal Labour Force Development Circle,  
274 Highway 49, Deseronto, ON K0K 1X0

### **SUMMARY:**

The LMI/Communications Officer is a dual position that requires the successful candidate to work and input data and information on ALFDC's Labour Market Survey/ARMS data base. The position will also be responsible to coordinate and delivery various forms of media for the purposes of promoting and marketing of ALFDC's projects and programs through the strategic use of marketing and communication tools. The LMI survey will result in the collection of community level data on an annual basis. Also, the development of a database which will include a skills inventory of the working age population (15+) and labour market information of our member First Nations identified by the ALFDC. This dual role is not a full-time position, however, when paired together the position will be full-time.

The communications component will include social media (Facebook) content maintenance, poster/promotional material design (CANVA) and distribution. They will primarily assist with the LMI survey pilot project and the ARMS database, which will involve various aspects of promoting and marketing the LMI survey and any relevant events in First Nation communities and other events. It will include survey distribution and collection, data input, review and finalizing data, filing and organizing project material. This position is for the specific purpose to assist in for the benefit of the relevant First Nations member communities involved with the Labour Market Survey.

This description provides an overview of duties, roles, responsibilities, key qualifications, and conditions of the contract position of the LMI/Communications. They will be assisting the LMI Survey Manager who works closely with the ALFDC staff, Aboriginal Employment Services (AES), and the identified First Nations involved with the survey. Training will be provided for this position.

### **ROLES AND RESPONSIBILITIES:**

- Assists the LMI Survey Manager to coordinate the functions of the survey and copies surveys for distribution and the collection of the surveys and ensuring the survey are completed accurately.
- Assists the LMI Survey Manager inputting of written responses from surveys into database and corrections thereof.
- Assists in organizing and filing of pertinent material and information and always maintaining confidentiality.

- Becomes aware and knowledgeable of the requirements for reporting purposes from the funder (AES).
- Works collaboratively and respectfully with the LMI Survey Manager, the Executive Director and the ALFDC staff to ensure the filing, administration of the documents regarding all material are filed appropriately and entered into the database.
- Assists in the coordination and the dissemination of gift cards or other paraphernalia pertinent to the survey and accounts for all gift cards by recording serial number, name of person receiving gift cards, etc. and contact information.
- Assists the LMI Survey Manager to ensure the timely distribution of information and gift cards.
- Coordinates information and receipts for our main suppliers to be recorded, approved and forwarded to the Finance department for payment and filing.
- Ensures proper files are established, maintained and up to date and accurate therefore effective and efficient organizational abilities are required.
- Ability to review, comprehend and possibly recommend improvements in the survey project.
- Reports to the LMI Survey Manager on all developments and notify if there are any concerns/problems and provide recommendations/resolution.
- Maintains all aspects of assigned projects including budget, research, data analysis, possibly policy development, work plan development, writing of letters, reports, documents, and schedule adherence.
- Assist with the coordination of community engagements with all the participating First Nations and advertising of survey or setting up displays for the collection of surveys in relevant communities and the collection of the surveys.
- Identifies, and analyzes changing community needs as a basis for policy revisions and development for ALFDC.
- Establish and deliver mechanism for tracking project progress and reporting to the LMI Survey Manager for communications plan or work plan. Possibility of developing and maintaining survey results electronically and in Excel.
- Maintains close and effective working relationships.
- Always maintains professional integrity and cultural integrity in all aspects of the position – verbal, written and non-verbal.
- Ensures the LMI Survey Manager is kept apprised of any new developments or directions that may arise for reporting to the Executive Director who is the overall authority for the LMI/Communications position.
- Must be able to take required training necessary for the successful input and review of surveys and data.

## **KEY QUALIFICATIONS:**

- Post-secondary education in a discipline pertinent to this work or the equivalent combination of education and experience.
- Experience in Microsoft (Word, Excel, Powerpoint) computer and database technology.
- Experience in developing partnerships with community agencies, staff, and clients.
- Maintain a neutral, confidential, and objective point of view and always maintains confidentiality and integrity. The confidentiality of the data is key and paramount to the success of this project and breach of confidentiality in any format will result in immediate cancellation of contract.

- Good judgement in public relations with the ability to effectively communicate to communities, ALFDC Board of Directors, ALFDC staff and outside agencies.
- Working knowledge of statistical methods of data collection and analysis.
- Ability to effectively communicate, both orally and in writing.
- Working knowledge of the ALFDC policies and procedures and other relevant legislation.
- Ability to work within and contribute to a team environment.
- Ability to work while under pressure and strenuous deadlines.
- Ability to create and edit project documents, materials, and presentations.
- Ability to effectively prioritize work activities and meet deadlines.
- Familiarity with relevant legislations, agreements, etc. pertinent to the survey project.
- Always maintain professional integrity.

## CONDITIONS:

- Must be able to work flexible hours including weekends and evenings. Overtime must be taken in time off and prior approval must be received before it occurs.
- Criminal Record Check is required.
- Valid drivers license is required.
- Ability to travel daytime or an overnight on behalf of ALFDC with prior approval before travel occurs.
- Manual dexterity required to use laptop, desktop computer, labeler, faxes, photocopiers, and other office equipment as needed. Will be required to sit for long periods of time, operating computer and looking at a computer monitor.
- Overtime must be approved prior to occurring and will be paid out in lieu of time off.
- Abrupt, abusive decorum either written, verbal or non-verbal is not tolerated and will result in immediate cancelling of contract/position.

## COMPENSATION:

This contract position is for 37.5 hour work week for \$25.00 per hour and mandatory deductions will be paid on behalf of the contract position. Overtime will only be considered if requested in advance and approved and will be compensated for in time-off.

**Please send your cover letter and resume to Penny Choma at [lmi2@alfdc.on.ca](mailto:lmi2@alfdc.on.ca). If you have any questions, please contact me by email.**

**APPLICATION DEADLINE: July 15, 2025**

**Indigenous ancestry preferred.**

ALDERVILLE FIRST NATION DAYCARE

CURVE LAKE FIRST NATION  
Oshkiigmong Early Learning Centre

ALGONQUINS OF PIKWAKANAGAN  
Mindiwin Manido Childcare

HIAWATHA FIRST NATION  
L.I.F.E. Services Centre

BATCHEWANA FIRST NATION  
Rankin Daycare

MISSISSAUGAS OF THE NEW CREDIT  
Ekwaamjigenang Children's Centre

CHIPPWEAS OF SAUGEEN  
G'Shawdagawin/Binoojinh Gamig Daycare

MOHAWKS OF THE BAY OF QUINTE  
Eska O'kon: A Tyendinaga Daycare

CHIPPWEAS OF NASHWA UNCEDED TERRITORY  
Nshiime Daycare

TEMAGAMI FIRST NATION  
Tillie Missabie Family Centre