



**Aboriginal Labour Force Development Circle**  
274 Highway 49, Deseronto, ON, K0K 1X0  
Tel: 613-771-1627 or 1-800-446-1629  
Fax: 613-771-1680  
[www.alfdc.on.ca](http://www.alfdc.on.ca)

Polly Bobiwash, Anishinabek Nation, Union of Ontario Indians  
Natalie Chiblow, Mamaweswen, North Shore Tribal Council  
Debbie Recollect, Gezhtoojig Employment & Training  
Stephanie Carrier, Batchewana First Nation

## **PROJECT MANAGER – PATHWAYS FORWARD INITIATIVE**

### **Job Description for 18-Month Contract Position**

**LOCATION:** Northern Ontario – Community-Based Project Office (location to be confirmed).

**HEAD OFFICE:** Aboriginal Labour Force Development Circle, 274 Highway 49, Tyendinaga Mohawk Territory, ON, K0K 1X0.

**REPORTS DIRECTLY TO:** Immediate supervisor with overall authority to the Executive Director, Aboriginal Labour Force Development Circle.

#### **SUMMARY:**

This contract position provides leadership and oversight for the Pathways Forward project; a workforce initiative created for direct response to a mass layoff. This layoff has had serious impacts on service delivery across Northern Ontario and represents a major loss to the Indigenous-led workforce in the region.

The Project Manager is responsible for establishing the project office, managing a team of at least three (3) Counsellors, an Administrative Assistant and coordinating a region-wide strategy to support displaced workers, engage community partners, and promote Indigenous-led workforce development opportunities.

This role oversees all planning, implementation, reporting, training initiatives, supervision, and stakeholder engagement activities to ensure that culturally grounded, trauma-informed, and community-led approaches are upheld throughout the project.

This description provides an overview of duties, roles, responsibilities, key qualifications, and conditions for the position.

#### **ROLES AND RESPONSIBILITY:**

##### **Project Leadership & Management**

- Establish and manage the Pathways Forward project office and operational infrastructure.
- Supervise, support relevant staff delivering frontline services.
- Develop project workplans, timelines, staffing plans, and evaluation processes.
- Ensure project activities uphold Indigenous cultural values, trauma-informed practice, and Indigenous Data Sovereignty.
- Prepare and present regular updates to the Executive Director, ALFDC Board, and project partners as requested.

##### **Support for Displaced Workers**

- Oversee the development and delivery of individualized employment action plans for affected workers.
- Ensure that Counsellors provide culturally relevant career counselling, mental health supports, and training referrals.
- Coordinate partnerships for micro-credentials, certifications, and upskilling opportunities aligned with labour market needs.
- Monitor client progress, training participation, and outcomes; ensure accurate documentation and reporting.

#### **Community Coordination & Partnerships**

- Establish and coordinate a working team consisting of relevant Indigenous partners and associates under this project, training institutions, employment agencies, and service organizations.
- Facilitate collaborative planning to respond to the workforce impacts of the mass layoffs.
- Support community engagement activities, relationship development, and inter-agency collaboration.
- Work with First Nations communities and organizations to ensure culturally safe delivery and alignment with local priorities.

#### **Employer Engagement & Workforce Development**

- Build and maintain working relationships with employers across Northern Ontario.
- Identify employer hiring needs and support creation of culturally safe pathways to re-employment for displaced workers.
- Coordinate wage subsidies, job matching, placement opportunities, and employer education on Indigenous workplace inclusion.
- Align training and retraining with high-demand sectors such as health care, education, social services, construction, and environmental stewardship.

#### **Reporting, Administration & Compliance**

- Maintain accurate project records, statistics, and reports in accordance with ALFDC policies and funding requirements and prepare reports as required.
- Monitor project budgets, expenditures, and resources; follow ALFDC financial processes.
- Ensure confidentiality, privacy, and secure data management at all times.
- Prepare briefing notes, proposals, presentations, and written/verbal reports as required.
- Oversee risk management, quality assurance, and continuous improvement activities.

#### **Other Duties**

- Attend ALFDC meetings, community events, and external briefings as required.
- Liaise respectfully and effectively with ALFDC staff, Board, LDMs, First Nations communities, councils, and external partners.
- Other duties related to the position as required.

#### **KEY QUALIFICATIONS:**

- Post-secondary education in Project Management, Social Services, Human Resources, Indigenous Studies, Public Administration, or related field; or an equivalent combination of education and experience.
- Minimum 3–5 years of experience in project management, community program delivery, or workforce development.
- Experience supervising staff, managing teams, and overseeing complex projects.

- Experience working with Indigenous communities, organizations, and leadership.
- Knowledge of issues related to Indigenous workforce development, Indigenous child welfare contexts, and the impacts of mass layoffs.
- Experience supporting workers in transition, accessing training, and navigating employment programs.
- Understanding of trauma-informed approaches, culturally safe service delivery, and Indigenous knowledge systems.
- Strong communication skills (written and oral) and ability to represent ALFDC in community and partnership settings.
- Ability to manage multiple priorities, meet deadlines, and work in a fast-paced environment.
- Proficiency in MS Office, data management, email management, virtual meeting platforms, and project documentation.
- Always maintains confidentiality, professionalism, and cultural integrity.

### **CONDITIONS:**

- Must be able to work flexible hours, including evenings and weekends, as required.
- Travel throughout Northern Ontario will be required; overnight travel may occur.
- Valid driver's license is required; clean drivers abstract preferred.
- Criminal Record Check is required.
- Manual dexterity to operate computers, phones, photocopiers, and other office equipment; ability to sit for extended periods.
- Must report back regularly to the Executive Director and keep ALFDC apprised of all project activities, developments, and concerns.
- Abusive or inappropriate behaviour (written, verbal, or non-verbal) will result in immediate termination of contract.
- Expenditures must receive prior approval and other receipts and financial documentation must be submitted with appropriate approvals.

**LOCATION:** Northern Ontario – Community-Based Project Office (location to be confirmed).

**WAGE:** \$40 an hour.

**DEADLINE TO APPLY: January 18, 2026, at 12:00 pm noon.**

Please send cover letter with your resume to **Alex Graham** at [projmanager@alfdc.on.ca](mailto:projmanager@alfdc.on.ca) . If you have any questions, please email me.

**INDIGENOUS ANCESTRY PREFERRED.**