



Employment Development & Training Coordinator

Reporting to Economic Development Manager

(6 Month Contract - Potential for Permanent Status)

Administration Department

3-YEAR CONTRACT
(Pending funding)
FULL-TIME @ 35 HOURS
PER WEEK

Normal Work Hours:
Monday – Thursday:
8:15am to 4:30pm
&
Friday:
8:15am to 1:15pm

Salary:
Start Rate - **\$29.21 to**
\$31.67 per hour*

*While Alderville First Nation Salary Grid will apply – **start rate will be commensurate with experience.**

Benefits:

- ☑ Paid Vacation!
- ☑ Paid time off over Holiday Shutdown!
- ☑ 14 Statutory Holidays!
- ☑ Paid Sick Leave!
- ☑ Group Health & Dental Benefits including Long-term Disability (LTD) and Employee Family Assistance Program (EFAP)!
- ☑ Pension Plan with Employer Match!

JOB SUMMARY:

The **Employment Development & Training (ED&T) Coordinator** is responsible for managing vocational training, employment development, and administrative functions for Alderville First Nation. This role aims to enhance community members' labor force participation through counseling, training, and employment opportunities, while ensuring compliance with policy guidelines. The Coordinator will collaborate with internal and external stakeholders, develop programs to improve employment outcomes, and provide ongoing support to clients, employers, and the community.

KEY JOB FUNCTIONS:

Program Management & Administration:

- Coordinate the establishment of a Board of Directors for Policy Guidelines to ensure funding allocations specific to the Aboriginal Labour Force Development Circle (ALFDC).
- Provide vocational counseling and assist clients in developing career paths.
- Identify barriers to employment and provide assistance such as rehabilitation, financial aid, and vocational training; recommend appropriate funding sources.
- Identify employment opportunities and establish relationships with employers to develop job creation proposals and training requests.
- Match community employers with job candidates and create training initiatives to support employer needs.
- Represent the Alderville First Nation on vocational and advisory committees.
- Assist in the development of the division of labor and organizational structure for the First Nation.
- Meet regularly with the Economic Development Manager to discuss progress and updates.

Key Administrative Duties:

- Coordinate Employment Development & Training Committee meetings.
- Organize and coordinate conferences and special employment & training events.
- Act as a liaison between Chief & Council, staff, community members, and other organizations to discuss issues and recommend courses of action.

Client Resources Management:

- Establish an effective control and reference system for client databases.
- Work with department managers to identify trainee positions within the organization.
- Develop standardized recruitment and selection processes for clients and employers, including job postings, job offers, and contract administration.
- Coordinate skills training workshops such as resume building, cover letter preparation, and job interview coaching.
- Assist in the development and maintenance of job classifications and descriptions for prospective employers.
- Refer clients to appropriate training opportunities and additional services (e.g., housing, E.I., Ontario Works, childcare).
- Provide ongoing counseling support and follow-up after client placements.
- Facilitate client complaints and grievance procedures in accordance with organizational policies.

Liaison and Collaboration:

- Work cooperatively with the Economic Development Manager, Finance/Administrative Staff, Program Managers and Ontario Works Department to ensure effective and efficient employment and training support services.
- Collaborate with external stakeholders, including legal bodies and government organizations, to enhance program outcomes.
- Oversees Summer Student Program in including grant applications to support and recruitment and placement.

MINIMUM QUALIFICATIONS:

Minimum schooling:

- Post-secondary education in an area related to employment and/or training, human resources, education, or social services.

Considered an asset:

- Knowledge of employment and training initiatives, especially in Indigenous communities.
- Strong understanding of relevant policies, funding sources, and available resources for job training and placement.
- Knowledge and understanding of Indigenous culture, traditions, teachings, community dynamics.
- Ability to facilitate conflict resolution as required.
- Ability to work in a caring and approachable manner in a team atmosphere.

Minimum Requirements:

- Valid driver's license and \$1M liability insurance.
- CPIC/Vulnerable Sector Screening (VSS) acceptable to position upon conditional offer.

PREFERRED EXPERIENCE:

- Demonstrated creativity, innovative ideas and ability to 'think outside the box'.
- Demonstrated ability to work with a high level of tact, discretion and professionalism.
- Demonstrated ability to maintain confidentiality of personal and financial information but also be conscientious of office protocols.
- Proven results-oriented administrative support skills.
- Work experience with a First Nation or Indigenous Organization.
- Good interpersonal skills to deal with First Nation residents.

**** For full job description, contact Human Resources****

DEADLINE TO APPLY: *Friday, August 14th, 2026.*

HOW TO APPLY: Applications must include a cover letter, current resume and three work-related references (name, phone #, email address of former Supervisors) and/or letters of reference).

HOW TO CONTACT: Human Resources Recruitment
Phone: 905-352-2011 ext. 254
Email: humanresources@alderville.ca

Note:

Consideration will be given to documented past employment performance, attendance and reliability history for applicants previously employed by AFN. Applicants must meet the minimum qualifications outlined to be considered for an interview. Only those applicants selected for an interview will be contacted.

The AFN is committed to employment equity. All qualified candidates are encouraged to apply, however, qualified candidates who self-identify as members of Alderville First Nation or as "Aboriginal" as defined in the AFN Recruitment Policy, will be given preferential consideration for any position.

Chief & Council retain the right to make the final decision on the selection of the successful candidate.