



EMPLOYMENT OPPORTUNITY – Wolastoqey Tribal Council Inc. **Indigenous Skills Employment Training (ISET) Manager**

Term: One year with the ability to renew.

Overview:

The Wolastoqey Tribal Council (WTCI) is a not-for-profit organization whose role is to provide capacity building opportunities for its member communities within the traditional Wolastoqey territory in New Brunswick.

WTCI hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply; however, qualified Indigenous applicants will be given priority in accordance with the Aboriginal Employment Preference policy of the Canadian Human Rights Commission. Please self identify.

The Wolastoqey Tribal Council is currently seeking to fill the position of Indigenous Skills Employment Training Strategy (ISETS) Manager. The ISETS Program was formerly called the “ASETS Program”

Reporting to WTCI’s Director of Programs, the ISETS Manager will play a key role in the development and delivery of employment development opportunities for the Tribal Council’s First Nation members. Through knowledge and expertise in employment and training programs and by strong relationship building, the incumbent will serve as the liaison and resource contact providing information and guidance on ISETS-related matters to key stakeholders including First Nation Employment and Training Officers/Economic Development Officers, elected leaders and internal/external businesses and organizations in both public and private sectors.

Key Responsibilities:

- Administer and monitor ISETS agreement within First Nation communities. Regularly communicate with communities regarding ISETS and other initiatives.
- Support ISETS and the Council’s activities, including identification of and application to additional potential sources of funding, by establishing effective relationships with key contacts in public/private organizations and businesses.
- Regular and ad hoc reporting activities related to various agreements, processes and business requirements.
- Provide annual and quarterly reports to Federal/Provincial and or Non-Governmental Organizational funders.

- Assist local First Nation staff with administrative, management and training activities delivered through monthly/quarterly visits to each First Nation community.
- Maintain a database of client/program information and progress, ensuring that required information is collected for cost control and evaluation purposes.
- In consultation with Service Canada and the First Nation Communities, ensure that protocols are in place and maintained for accountability, eligibility, confidentiality and financial controls.
- Supervise, coach and train staff as appropriate.

Qualifications and Attributes:

- Certificate or diploma in a post-secondary program associated with administration, business, education or social services. Equivalent experience and relevant training may be considered.
- At minimum a working knowledge of First Nation communities, culture, social concerns and language is essential.
- A solid understanding of funding programs and reporting requirements, especially those related to provincial and federal government funding programs.
- Excellent interpersonal and organizational skills; strong written and verbal communication skills.
- Valid Driver's license and access to a vehicle is required for travel throughout the region.
- Proficiency in Microsoft Office, in particular Word and Excel.
- Applicant cannot be an elected official
- Self-directed and able to work as part of a multi-disciplinary team.
- Strong communication skills, oral and written.
- Strong interpersonal skills.
- Good analytical, problem-solving and conflict resolution skills.
- Ability to work under pressure and to deal with a constantly changing workload.
- Ability to organize and prioritize a wide variety of assignments using independent judgement and minimal supervision.

Remuneration is commensurate with qualifications and experience. Working location is Kchikhusis Commercial Centre, St. Mary's First Nation, New Brunswick.

(Due to the COVID-19 pandemic and limited office space, the successful candidate may need to work remotely for a period)

Applications should be submitted in confidence via email, with the subject line "ISETS Manager" to: human.resources@wolastoqey.ca or indeed.com. The deadline for applications is Sept 14, 2021.

Note: Personal suitability will also be considered during the hiring process and The Wolastoqey Tribal Council reserves the right to refuse any and all applications for employment at any time during the hiring process.