



Employment and Training Coordinator

West Moberly First Nations (WMFN) is seeking an individual who is results oriented, energetic, can actively take the lead as an Employment / Training Coordinator on activities and programs, and be a positive role model. Under the overall supervision of the Director of Operations,

The Employment and Training Coordinator will provide guidance and support to West Moberly First Nations (WMFN) members to:

1. Help members identify their workforce training needs in reference to their current employment objectives, eligibility and available opportunities.
2. Assist members to obtain all required workforce training as identified.
3. Help members further enhance their ability to obtain suitable and available employment by helping them to access job search skills training and employment readiness courses.
4. Work with WMFN Department Managers to identify their job needs, as well as with external employers within the area.

About the position

- Maintain current knowledge of regional employment trends, identify barriers and support members with job readiness, job search strategies, resume writing and interview preparation.
- Liaise and collaborate with WMFN Departments and provide leadership on member employment opportunity related matters.
- Develop and manage a WMFN Workforce Membership Directory.
- Liaise with companies operating in WMFN territory and West Moberly Corporate Alliance (WMCA) partners to influence and facilitate employment opportunities for members, including the communication of available job postings.
- Track, monitor and advise on employment commitment performance related to WMFN and WMCA Agreements.
- Collaborate with the Education Department to develop and manage seasonal student work programs, full/part-time work support programs and career development programs.
- Develop and negotiate employment partnership opportunities with companies and organizations operating in WMFN territory.
- Liaison with North East Native Society (NENAS).
- Maintain regular work plan performance reporting to Director of Operations.



The Successful Candidate

We are looking for an experienced administration work will coordinate the needs of WMFN department managers, external employers and members to match skills with the employment opportunities.

The Ideal candidate will possess the following qualifications:

- Business Administration Diploma with a focus on Human Resources or equivalent work experience or professional training.
- A combination of education and work experience will be considered.
- Minimum 1 years of Human Resource management experience.
- Demonstrated experience planning, organizing and prioritizing work responsibilities.
- Demonstrated excellent verbal and written communication skills and proven ability to show initiative and work both independently and as part of a team.
- Experience working with Indigenous communities and organizations and working knowledge of provincial (BC) and federal employment programs and services.
- Knowledge and understanding of West Moberly First Nations culture, traditions and teachings.
- Working knowledge of computers and computer programs. (ex. Microsoft word, excel, power point and database)
- Must have a Valid Drivers' License and reliable means of transportation with liability insurance (for off site visits).

What We Offer

Full time employment, 70 hours every 2 weeks, Monday to Friday (every second Friday off), along with a comprehensive salary, RRSP program and benefits package.

How to Apply

Interested members can email their cover letter stating why they are interested in this position and their previous related experience, along with their resume to jobs@westmo.org, no later than August 6, 2021 at 12:00NN