



## Career Opportunity

### **Indigenous Workforce Development Program Manager**

Minodahmun Development is currently accepting applications from interested, qualified individuals for the position of **Indigenous Workforce Development Program (IWDP) Manager** for the Employment & Training department within Minodahmun Development; a company owned by Animbiigoo Zaagi'igan Anishinaabek, Aroland First Nation and Ginoogaming First Nation. The IWDP was created to help prepare members for employment opportunities related to Greenstone Gold Mines through training, academic upgrading and job placements.

We are seeking an individual who is committed, dedicated and passionate about helping Indigenous learners reach their career goals. Ideal candidates will be caring, organized, communicative, and accessible. *The IWDP Manager* is responsible for the direction, coordination, implementation, reporting, control and completion of Indigenous Workforce Development Program, while remaining aligned with strategy, commitments and goals of the organization and the First Nations.

#### **IWDP Manager Responsibilities:**

- Lead cross-functional project teams, build and manage day-to-day plans, and serve as the primary internal point of contact for the IWDP
- Manage staff
- Project Management and planning
- Work with project partners and First Nations to deliver the IWDP
- Lead recruitment strategy for IWDP
- Proactively identify, assess, and mitigate project priorities and milestones.
- Clearly communicate project status, issues, and successes to project teams, senior management, First Nations, and government clients.
- Develop and lead project timelines, track budgets, and create financial forecasts.
- Apply project management best practices in the development, initiation, planning, execution, monitoring & controlling, and closing of the Indigenous Workforce Development Training Initiative.
- Monitor and update training trends
- Extensive knowledge of mining industry resource and training needs
- Complete provincial funding reporting requirements
- Work with Finance team and auditors on IWDP finance matters
- Coordinate and administer financial supports to participants
- Organize and facilitate community meetings as required
- Report to Board and Management
- Perform other duties as assigned/required.



## Qualification Requirements:

- Bachelor's degree in Education, or equivalent or related
- 3 to 5 years or more experience in the employment and training sector
- Successful experience leading projects or key work streams
- Ability to make sound and effective decision-making.
- Excellent Leadership skills
- Ability to work collaboratively communities, government, and business.
- Excellent written and verbal communication skills
- Excellent interpersonal skills including negotiating, influencing, and active listening.
- Fluent with regularly used software applications (e.g., MS Word, MS Excel, MS Project, MS PowerPoint, MS Teams, or SharePoint)
- Thorough understanding of Indigenous Adult learning principles and practices.
- Responsible individual with positive attitude and sense of pride a self-starter with strong work ethic and attention to detail
- People-oriented -- enjoys interacting with people and working on group projects.
- Adaptable/flexible -- enjoys doing work that requires frequent shifts in direction.
- Achievement-oriented -- enjoys taking on challenges.
- Demonstrated ability to work both as part of a team and with minimal supervision and a proven ability to multi-task & ability to prioritize tasks.
- Understanding of institutional policies, procedures, and resources.
- Class G license required.

## IWDP Manager Responsibilities:

The IWDP Manager position is a 1-year contract position with high potential for extension. This is a full-time position (35 hours per week) with flexible work arrangements. This individual should be based in Northwestern Ontario. Note: there is the potential for evening or weekend work during certain times of the year.

## Compensation:

Starting wage is commensurate with skills and experience.

**Please apply by e-mail to:**

John Glover

Chief Executive Officer

[john.glover@minodahmun.ca](mailto:john.glover@minodahmun.ca)

**Please include IWDP Manager in the subject line.**

**Deadline to apply: May 7<sup>th</sup>, 2021.**