



Niiwin Wendaanimok Limited Partnership
Employment Opportunity
Apprenticeship Coordinator

Location: Member Communities and the Kenora Region

Overall Role:

The Apprenticeship Coordinator is responsible for the overall coordination, management and reporting on all apprenticeship training projects, including the Twinning of Highway 17. They will provide administrative, counselling, and support services for all clients within the apprenticeship training programs and promote and coordinate the training in accordance with predetermined standards. The Apprenticeship Coordinator also coordinates and administers apprenticeship agreements and examinations, advises apprentices and employers of their rights and responsibilities under relevant legislation and regulations for apprenticeship programs. The Apprenticeship Coordinator reports directly to the Training Program Coordinator.

Skills & Qualifications:

- a) College diploma or degree in a trades related field preferred but will consider a secondary school diploma with extensive experience and certificates.
- b) Knowledge of the Trades and Apprenticeship system in Ontario
- c) Advanced knowledge of apprenticeship system, legislation, and regulations respecting the apprenticeship programs and a working knowledge of post-secondary education
- d) Advanced knowledge of the apprenticeship model of training.
- e) Advanced knowledge of accreditation policy/programs
- f) Advanced knowledge of trades, clients and cultural diversity, and a working knowledge of trends in the industry.
- g) Experience in working as Coordinator in education, employment and training field would be considered an asset.
- h) Experience as a Trainer in a trades related field would be considered an asset.
- i) Well developed organizational, interpersonal and communication skills as well as the ability to make effective presentations.
- j) Well developed conflict resolution, analytical and record keeping and administrative skills



- k) Knowledge of Anishinaabe language, culture, traditions, and local communities is preferred.
- l) Valid driver's license.

Duties:

- a) Develop course schedules and ensure effective coordination and implementation of all program timetables and revise as necessary.
- b) Arrange training for faculty members.
- c) Provide back-up assistance for the coordination, implementation, recruitment, and admissions for all Niiwin Wendaanimok apprenticeship programs.
- d) Develop and deliver course or workshops that enhance programme effectiveness and student learning.
- e) Coordinate apprenticeships, work placements, facilitate problem solving and liaise between placement and students regarding supervisory needs.
- f) Assist the trainers with the deployment, setup, operation and maintenance, and demobilization of trades training labs.
- g) Travel to Niiwin Wendaanimok communities for purposes of program promotion, student recruitment, and consultation with local education directors or authorities.
- h) Provide guidance and support for students through career counselling, arrange tutoring, facilitate access to community health and wellness programs.
- i) Travel to the communities where the students reside to provide student support, encouragement, instruction, and evaluation.
- j) Participate in curriculum development including: (a) the review and revision of course outlines; (b) updating casebooks and textbooks; (c) creating independent study packages (d) conduct workshops and (e) provide instruction when required.
- k) Identify new program opportunities as they arise that could address capacity and learning requirements of Niiwin Wendaanimok and other learners.
- l) Develop and maintain relationships with college and university partners, program stakeholders and other partners through liaison, visits, participation on working committees and related events for successful program development and delivery.
- m) Develop and maintain relationships with staff in the communities and organizations in Niiwin Wendaanimok through liaison, visits, participation on working committees and related events for successful program development and delivery.
- n) Assist the Program Training Coordinator with the hiring of training delivery agents and training instructors through the recruitment, interviewing and reference check stages when required.
- o) Procure trades related tools and equipment, personal protective equipment, supplies and materials as needed.
- p) Maintain up to date student and program files.



- q) Assist with proposal development by providing input to the Program Training Coordinator on activities related to the achievement of program objectives.
- r) Other duties as assigned to ensure the success of the project by the Training Program Coordinator and/or General Manager.

Along with a resume and cover letter, applicants must submit a current copy of their vulnerable sector check and three references. **CLOSING DATE IS SEPTEMBER 24, 2021 AT 4PM**

Application packages can be mailed or emailed to:

HIRING COMMITTEE
C/O Sam Gratton
Niiwin Wendaanimok Management Inc.
Wauzhushk Onigum Nation
Golf Course Road
Kenora, ON P9N 3X8
E-mail: sgratton@niiwinwendaanimok.com

Compensation

The salary range for this position is \$50,00.00-\$60,000.00 depending on qualifications and experience.

Flexible working arrangements will be considered due to Covid 19.

Note: We thank all those who have expressed an interest in this position; however, only those applicants selected for an interview will be contacted.