



July 29, 2024

JOB POSTING

TITLE OF POSITION:	Training Coordinator
IMMEDIATE SUPERVISOR:	Executive Director of the FNAESC
LOCATION:	Work from home with occasional travel
SALARY:	To be discussed
DURATION:	Full-time (35 hours per week)

SUMMARY OF THE POSITION

The Training Coordinator will develop and implement various work related to the development, organization, implementation and running of trainings in the housing sector. The Coordinator will also collaborate with the housing team which includes, but is not limited to, the CoPH coordinator, the AEC student support worker in housing management as well as the PoCH project manager.

TASKS AND RESPONSIBILITIES

- △ Develop the training program for First Nations students in the field of housing such as the writing of internship guides and useful educational tools.
- △ Set up information sessions with communities, promote the program and participate in the recruitment of interns.
- △ Supervise students in order to assess the relevance of the training and collaborate with teaching staff to evaluate the interns' performance. If necessary, provides solutions to problems encountered between employers and interns.
- △ Develop partnerships with the different stakeholders and maintain links with the various committees.
- △ Participate in weekly housing meetings, take notes, research and development.
- △ Other related duties as required.

REQUIREMENTS

- △ Diploma in a relevant field of study;
- △ Five (5) years of relevant experience;
- △ Have an interest in housing in Indigenous communities;
- △ Good knowledge of French and English, both written and spoken;
- △ Knowledge of the Microsoft Office suite;
- △ Have access to a computer, a cell phone and an internet connection.

ASSETS

- △ Knowledge of an Indigenous language;
- △ Knowledge of the culture and structures of Indigenous communities;
- △ Knowledge of the adult education environment.

PERSONAL SKILLS

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| △ Interpersonal skills | △ Tact and diplomacy |
| △ Effective communication | △ Adaptability |
| △ Team spirit | △ Ability to plan |
| △ Developing partnerships | △ Organizational skills |
| △ Ability to analyze and synthesize | △ Problem solving |
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Only candidates with the prerequisites required will be called for an interview.

Candidates interested in this position can send their curriculum vitae along with a cover letter, before August 19, 2024 at 4pm, by email, to:

Ramelia Chamichian
First Nations Adult Education School Council
info@conseilscolaire-schoolcouncil.org

