



EMPLOYMENT OPPORTUNITY

The Hamilton Regional Indian Friendship Centre is currently accepting resumes for the position of Grand River Employment & Training **Programs and Services Officer – 2nd posting**

To assist Six Nations Band members, in meeting their employment and training objectives by supporting them to obtaining access to employment programs and services.

Duties:

- Knowledge and experience in the area of employment and training initiatives
- Experience in conducting labour market assessments, and knowledge in labour laws
- Experience in proposal and grant writing
- Experience in developing capacity in relationship building to develop and foster labour market partnerships within the local catchment area
- Knowledge and experience in indigenous community development
- Market G.R.E.A.T. Programme services to the community and local businesses
- Must have experience in facilitating group workshops and presentations
- Maintain accurate documentation and ensure all reports are submitted in a timely fashion

Qualification:

- Post-secondary degree or diploma in Business, Career and Work Counselling, Human/or Social Services and/or relevant accredited training combined with several years of related work experience; Career Coach Certificate is an asset
- Practical knowledge of Indigenous values, traditions, culture, and practices
- Excellent communication skills, both written, verbal and body language
- Effective time management skills, and ability to manage multiple projects and priorities
- Highly organized and able to work with minimal supervision and punctual on deadlines
- Computer literacy is essential
- First Aid/CPR training a definite asset

**** MUST be able to supply a current Vulnerable Sector CPIC if selected for the position ****

SALARY: TBD

Closing date: January 25, 2018 @ 4:00

To apply submit cover letter, resume, and 3 work-related references **marked** "G.R.E.A.T. Programs and Services Officer" and Confidential to:

Executive Director
34 Ottawa Street North, Hamilton, ON, L8H 3Y7

Or email to: adavis@hric.ca

Only those selected for interview will be contacted. Thank you!

Preference will be given to qualified applicants of Aboriginal descent.