



**OSTTC Outreach & Recruitment Specialist  
One (1) Full Time Position Available  
Salary Range: \$52,500 - \$73,500**

Grand River Employment and Training Inc. (GRETI) is seeking a collaborative and customer-oriented Outreach & Recruitment Specialist for the Ogwehoweh Skills and Trades Training Centre. The OSTTC Outreach & Recruitment Specialist will work to implement recruitment and marketing strategies for the growth of the GRETI and build awareness of OSTTC programs among the community and beyond.

The OSTTC Outreach & Recruitment Specialist shall possess the following skills: Public Relations, Partnership Development, and Networking & Relationship Building. In addition to these skills, you must possess the following qualifications:

**Qualifications:**

-  Diploma in Business, Marketing or related discipline
-  Three (3) to five (5) years of experience in Administration, Outreach, and Recruitment Communications with a willing to actively learn and engage

**If you have desire to connect community members to rewarding educational opportunities, tell us who you are by submitting the following:**

1. Cover letter stating how you meet the demands of this position
2. Up to Date Resume highlighting your qualifications, and
3. Three (3) work related references (letters not required)

Please submit a covering letter and resume that demonstrates how you meet the requirements, GRETI cannot make assumptions about your education and experience. We thank all those who apply.

***GRETI offers a competitive wage, group benefits and pension for full time employees, three (3) weeks' vacation to start, along with other non-required benefits***

**Applications must be submitted to: Human Resources, P.O. Box 69, 16 Sunrise Court, Ohsweken, Ontario N0A 1M0**

Applications may also be faxed and emailed to **(Fax) (519) 445-4777** or [kristen@gretisn.org](mailto:kristen@gretisn.org). This position is open until filled.

*GRETI is committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you are contacted by GRETI regarding a job opportunity, please advise if you have any restrictions that need to be accommodated. All information received in relation to accommodation will be kept confidential. Based on the need to provide professional services, only those applicants meeting the minimum qualifications will be contacted for an interview.*



|                    |                                                     |
|--------------------|-----------------------------------------------------|
| <b>Job Title:</b>  | Outreach & Recruitment Specialist                   |
| <b>Location:</b>   | Ogwehoweh Skills and Trades Training Centre (OSTTC) |
| <b>Reports To:</b> | Student Services Team Lead                          |

#### A. PURPOSE:

The **OSTTC Outreach & Recruitment Specialist** is responsible for the planning, implementation and delivery of recruitment and marketing strategies for the growth of the organization as identified in GRETI's strategic plan. In collaboration with Management, faculty, and staff of Ogwehoweh Skills and Trades Training Centre (OSTTC), the OSTTC Outreach & Recruitment Specialist will strive to increase the awareness of GRETI programs and services, trades training and education opportunities among community members, partners, employers, service providers and all levels of government. The OSTTC Outreach & Recruitment Specialist will serve as the first point of contact and work within the policies and procedures established by the Ogwehoweh Skills & Trades Training Centre (OSTTC).

The OSTTC Outreach & Recruitment Specialist is responsible for assisting the department and organization in reaching their goals and objectives by continuously enhancing operations through more efficient and effective work processes while maintaining the level of professionalism expected by GRETI (as outlined in the Policies and Procedures Manuals) and upholding the ethics of the position.

#### B. CORE COMPETENCIES:

- |                                        |                         |
|----------------------------------------|-------------------------|
| ✚ Public Relations                     | ✚ Public Speaking       |
| ✚ Partnership Development              | ✚ Customer Focus        |
| ✚ Networking and Relationship Building | ✚ Communication         |
|                                        | ✚ Planning & Organizing |

#### C. QUALIFICATIONS:

The OSTTC Outreach & Recruitment Specialist shall possess a Diploma in Business or Marketing or related discipline with three (3) to five (5) years of experience in administration & outreach & recruitment communications with a willingness to actively learn & engage.

#### Knowledge

- ✚ Understanding of First Nations employment needs
- ✚ Strong knowledge & focus on Haudenosaunee Culture & equivalent community building experience
- ✚ Commitment to serving Six Nations members, regardless of residency



- ✚ Understanding of both public & private sector business
- ✚ Ability to effectively explain business as it relates to GRETI services to a broad audience

### **Skills**

- ✚ Good analytical, problem solving & conflict resolution skills
- ✚ Excellent oral & written communication skills
- ✚ Ability to work overtime to meet deadlines & emergency situations
- ✚ Self-directed & able to work as part of a multi-disciplinary team
- ✚ Possess a valid Ontario driver's license & willingness to travel frequently

**FOR A COMPLETE COPY OF THE JOB DESCRIPTION, PLEASE CONTACT HUMAN RESOURCES at [kristen@gretisn.org](mailto:kristen@gretisn.org), please allow 24 hours for a return e-mail or call (519) 445-2222 ext. 3113.**

*We use artificial intelligence tools to support the screening, assessment, and selection of applicants in our GRETI hiring process. These tools assist our team and do not replace human decision-making.*