



Labour Market Specialist One (1) Year Fixed-Term Contract

Grand River Employment and Training Inc. (GRETI) is seeking a detail-oriented, analytical, and community-focused individual to join our team as a Labour Market Specialist. This role is responsible for leading surveyors, collecting and analyzing labour market data, and coordinating outreach efforts within the Six Nations community. This position supports community development through accurate data reporting and meaningful engagement.

The Labour Market Specialist shall possess the following skills: survey coordination & data collection, community engagement and outreach as well as ethics and confidentiality. In addition to these skills, you must possess the following qualifications:

Qualifications:

- ✚ Diploma in Business Administration, Social Sciences, Data Analysis, or a related field
- ✚ Minimum of three (3) years' work experience in labour market research, project coordination, or community development

If you have a strong desire about employment and labour market data collection, 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 until 4:00 PM on May 9, 2025.

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.



Job Title: Labour Market Specialist
Location: Grand River Employment & Training
Reports To: GREAT Manager

A. PURPOSE:

The Labour Market Specialist is responsible for overseeing surveyors, managing labor market data collection, analyzing findings, and organizing outreach initiatives within the Six Nations community. This role requires strong organizational, communication, and analytical skills to ensure accurate reporting, community engagement, and the successful execution of labor market research.

B. CORE COMPETENCIES:

- ✚ Survey Coordination & Data Collection
- ✚ Community Engagement & Outreach
- ✚ Networking & Relationship Building
- ✚ Planning & Organizing
- ✚ Data Analysis & Interpretation
- ✚ Strategic Thinking
- ✚ Decision Making
- ✚ Ethics & Confidentiality

C. QUALIFICATIONS:

The Labour Market Specialist shall possess a Diploma in Business Administration, Social Sciences, Data Analysis, or a related field with three (3) years' work experience in labour market research, project coordination, or community development.

Knowledge

- ✚ Knowledge of Indigenous employment trends & workforce development strategies
- ✚ Knowledge of Six Nations community dynamics & labour market needs
- ✚ Proficiency in computer applications (Microsoft Suite)

Skills

- ✚ Strong oral & written communication skills
- ✚ Strong presentation & public speaking skills
- ✚ Ability to work independently & collaboratively with a team
- ✚ Ability to analyze & interpret labour market data

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