

## Citxw Nlaka'pamux Assembly ETE Coordinator

<b>Job Title</b>	<b>Employment Client and Training Coordinator</b>
<b>Reports To</b>	<b>Citxw Nlaka'pamux Assembly General Manager</b>
<b>Department/Team</b>	<b>Employment and Education</b>
<b>Effective Date</b>	<b>4:00 p.m. November 10, 2017</b>

### Position Purpose

Facilitate training and employment opportunities with employers and the eight (8) Participatory Bands' members through networking and providing support through the assessment, employment planning and coaching, employment readiness training, and job placement and on-the job support with employers, Highland Valley Copper Mine and/or its contractors. The successful candidate will have strong and proven ability in organizational development, human resource management, program planning and oversight, all forms of communication; and, establishing and implementing systems and procedures

#### *Primary Duties*

- Work to determine goals for employment and training requirements with C.N.A. community members
- Supports in the recruiting of qualified staff and contractors to work with the training, employment and business Development initiatives
- Develops, documents and leads operational processes to assist individuals in the hiring procedures with employer partners, including adding and amending processes or resources as needed
- Takes the lead role in preparing the annual Employment and Training operational plan and budget, updating the organization's three-year plan and budget, and preparing interim plan and budget updates when requested
- Liaises with the community service delivery teams throughout the eight (8) Participatory Bands to ensure consistent project design, delivery and execution of programs and services
- Supports the Manager in Communications and Engagement in developing communications strategies and messaging and in consistently delivering an integrated communications program for the C.N.A. and our projects and programs
- Provide database intake services for employee and employer clients and the client management process
- Establish and manage milestone targets for employment and training with C.N.A. community members.
- Identify and engage with unemployed and/or underemployed community members to involve them in the planning and implementation of any CNA Training and Employment Programs to meet employment targets.
- Serves as Citxw Nlaka'pamux Assembly (CNA) main support and contact for C.N.A. community members for employment or training opportunities, and offers advice to Participatory Bands members on recruitment, training and human resource development strategies, and engagement with employers
- Coordinates recruiting activity between employer Hiring Managers and the eight (8) Participatory Bands
- Advises the eight (8) Participatory Bands on the employment opportunities, and implements effective performance management and evaluation tools to ensure successful employment and hiring targets are met
- Works with employer human resource managers to guide and facilitate the recruitment, community engagement process at the community level when needed
- Provides coaching to C.N.A. community members to encourage effective hiring or employee development;
- Support the implementation or development of Human Resource initiatives at the eight (8) Participatory Bands level,
- Demonstrated facilitation, training and presentation skills, social media experience with excellent verbal and written communication skills.
- Will be expected to lead initiatives in the areas of employee attraction and retention, employee relations, leadership, learner and employee development.
- Will be instrumental in guiding recruitment programs through the Citxw Nlaka'pamux Assembly, and the eight (8) Participatory Bands to achieve successful hiring outcomes, manage and maintain computerized system for tracking job opportunities, community members and employment placements, training placements, and assist in the development and implementation C.N.A. training projects or programs
- Identify workforce strategies and develop employee/employer engagement initiatives.
- Facilitate employers' recruiting requests and initiatives to enhance the likelihood that Participatory Bands' members will be hired

### **Relationships and Supervision**

- Reports to the CNA General Manager, works and builds relationships with the Participatory Bands, Highland Copper Mine, community members, external hiring agencies and employers
- Active in the Highland Copper Mine Annual Planning process and the Implementation Committee
- Communicates regularly with clients and employers regarding employable community members
- Interacts with other Participatory Bands' employees with respect to duties, meetings and workshops

### **Work Environment**

- Administration office
- Travel will be required to attend job fairs, meetings and meet clients

### **Position Requirements**

- Post-secondary education in human resources, education or related field
- Demonstrated experience in planning, developing and managing complex projects and programs that are strategic in nature and regional or provincial in scope
- At least 3 years of experience in career facilitation/career development with a diverse population
- Demonstrated experience working collaboratively with external partners and third-party organizations to achieve planned project and program outcomes, on time and on budget
- Ability to identify, develop, and implement strategic partnerships; experience working with First Nations, various levels of government, and industry funding partners will be an asset
- Experience working with First Nations people and within industry is an asset
- Knowledge of the needs, barriers and circumstances relating to employment
- Knowledge of applicable Federal and Provincial employment laws is an asset
- Knowledge of local and regional area labor/employment market and community resources is an asset
- Strong interviewing and assessment skills, with good networking skills and excellent relationship building skills
- Strong ability to organize, prioritize, multi task and manage time, with solid computer skills and proficiency with MS Office
- Committed to providing tools, resources and opportunities to enable clients to exceed their own expectations
- Discretion & respect for confidentiality
- Valid BC Driver's License
- Use of a reliable vehicle with appropriate insurance for work related purposes
- Successful completion of Criminal Record Check with Vulnerable Sector Search

### **Please submit your letter and resume to:**

Wayne Kaboni, Manager  
Citwx Nlaka'pamux Assembly  
Mail: P.O. Box 618, Merritt, B.C. V1K 1B8 or  
Email: [wkaboni@cna-trust.ca](mailto:wkaboni@cna-trust.ca)  
Fax: 250-378-2910 or  
In Person: 2187-A Coutlee Avenue in Merritt

We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews will be contacted. Your application to this posting is deemed to be your consent to the collection, use and necessary disclosure of personal information for the purposes of recruitment. Citwx N'laka pamux Assembly respects the privacy of all applicants and the confidentiality of personal information.