



Sub office (Frenchman's Head)
P.O. Box 100, Hudson, Ontario P0V 1X0
Telephone: (807) 582-3503
Fax: (807) 582-3449

No. 28 (Kejick Bay)
General delivery, Lac Seul, Ontario P0V 2A0
Telephone: (807) 582-3211
Fax: (807) 582-3493

Sub office (Whitefish bay)
General delivery, Lac Seul, Ontario P0V 2A0
Telephone: (807) 582-3228
Fax: (807) 582-3839

EMPLOYMENT OPPORTUNITY

Employment and Training Manager

Summary: Lac Seul First Nation is seeking an Employment and Training Manager to oversee all operations at the Lac Seul Training Centre of Excellence in Hudson, ON. Under the direction of the Director of Economic Development, the Employment and Training Manager will be directly responsible for all areas of employment and training as they relate to Lac Seul First Nation, as well as; the overall formulation and direction of all employment and training related activities and initiatives in the community.

Key Responsibilities are (but not limited to):

- Supervise and oversee the Training Centre, its employees, and its activities.
- Ensure programs are compliant with the Ministry of Training, Colleges, and Universities
- Market all training programs to ensure full class sizes.
- Responsible for oversight of Lac Seul First Nation LDM's.
- Work with funding bodies to create training-to-employment plans.
- Negotiate, coordinate, and implement all aspects of training programs.
- Liaise with other departments to pursue opportunities that benefit LSFN and its members.
- Provide regular reports and presentations to the Chief and Council on the progress of the Training Centre.
- Engage in career fairs, outdoor skills programs, as well as other youth programs in the community.
- Perform other professional duties as may be assigned by the Director of Economic Development.

Qualifications:

- A post-secondary diploma/certificate and at least two years of work experience in a related field is preferred

- A High School Diploma or equivalent may be accepted.
- Demonstrated extensive knowledge of economic development issues and programs
- Excellent with computer software programs, i.e. Microsoft Word/Excel/PowerPoint
- Excellent verbal and written communication skills
- Ability to effectively disseminate information
- Must be able to work under minimum supervision and be highly motivated
- Must be an effective team worker
- Must possess a valid Ontario Driver's License
- Ability to speak Ojibway an asset
- WHMIS and First Aid Certifications are required for this position
- Must have a valid Social Insurance Number and legally entitled to work in Canada under relevant legislation.

Location: Hudson, ON

Salary: **\$40.90/hour** *based on qualifications and experience

Term: Full-Time

Hours: 8:30 a.m. – 4:30 p.m., 35 hours/week

Closing: **Open Until Filled**

LSFN offers great competitive wages, vacation, additional time off during Christmas Break and March Break, as well as great benefits

Please submit a cover letter along with a resume, and written permission for LSFN Human Resources to contact two employment references, (most recent supervisors) must be provided. Applications can be mailed, faxed, emailed, or delivered to:	Lac Seul First Nation Frenchman's Head Band Office Attention: C/o HR Dept. P.O. Box 100 Hudson, ON. P0V 1X0 Fax #: (807) 582-3585 Email: resumes@lacseulfn.org
--	---

Lac Seul First Nation requires Criminal Reference Checks for those offered positions. We thank all applicants, however, only those being offered an interview will be contacted.

Preferential Hiring Policy: Lac Seul First Nation band members will be given priority for hiring, followed by Indigenous persons who are non-LSFN band members. Where there are no suitably qualified Indigenous persons available for a position, the most suitably qualified non-Indigenous candidate will be hired.