



MI'KMAQ SPEAKING APPRENTICESHIP COORDINATOR, MEMBERTOONS Full Time Contract Position

The Mi'kmaw Economic Benefits Office (MEBO) in partnership with the Nova Scotia Apprenticeship Agency is building its team in order to better support community members on their apprenticeship journey. MEBO is currently looking for a Mi'kmaw Speaking Apprenticeship Coordinator. This individual will work closely with community stakeholders and the Nova Scotia Apprenticeship Agency to advance Unama'ki apprentices to their Red Seal Certification and beyond. The Apprenticeship Coordinator will report directly to MEBO's Programs Manager. Key responsibilities include but not limited to:

- Work with all Unama'ki communities to create awareness of apprenticeship and apprenticeship related trades and, attend career fairs with the Nova Scotia Apprenticeship Agency (NSAA)
- Be the NSAA lead for MEBO working with the Unama'ki Apprenticeship Strategy
- Mentor trades related training initiatives including the Atlantic Trades Business Seal Certification and provide coaching when needed
- Provide relevant trades related math tutoring to apprentices/clients while in training/preparing for level exams
- Work with NSAA and LAE to schedule level appropriate/essential skills training for clients
- Provide bi-weekly reports, gradually moving into monthly reporting
- Work with the Native Employment Officers and the NSAA to start developing a "master" trades list for Unama'ki
- Promote and support the Joint Registration Agreements to increase membership numbers in communities
- Monitor work placements that are related to training initiatives and provide job coaching as needed
- Work with trades/apprenticeship clients to connect them to the work force and, to monitor work placements and provide job coaching as needed
- Provide job search assistance and job maintenance assistance
- Work independently as well as within a team environment
- Strong attention to detail
- Decisive with sound judgement and problem-solving skills
- Strong presentation and interpersonal skills

Successful candidate will have:

- Knowledge of the Mi'kmaw language
- Valid driver's license and access to reliable transportation
- Travel (to communities and apprenticeship related meetings/conferences)
- Previous experience as a trade's instructor or mentor is considered an asset
- Firm understanding of apprenticeship trades, training structure and operations is considered an asset
- Strong understanding of trades math
- Trades certification is considered an asset
- Previous experience working in a fast-paced environment with an ability to multi-task and manage time, completing priorities

HOW TO APPLY

For more information and full job description visit

<http://mebons.ca/opportunities/> Applicants should send resume and cover letter outlining how they meet the specific requirements of the position to alexpaul@mebons.ca by September 27, 2019 at 4:00PM

Preference given to Aboriginal peoples in accordance with the Aboriginal Employment Preferences Policy of the Canadian Human Rights Commission. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted