



Quatsino First Nation

305 Quattishe Rd

Coal Harbour, B.C

V0N 1K0

Phone: (250) 949-6245

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Training and Development Coordinator

Quatsino First Nation is located on Northern Vancouver Island, our community has an approximate population of 250+ people. We are located 13 kilometres from Port Hardy.

We are seeking a creative individual to assist our members in becoming Employment ready. The Training and Development Coordinator provides a range of employment services that are tailored to the needs of individual participants, from changing participants' attitudes towards their future and goal setting, to job referrals and job placement. The Training and Development Coordinator is flexible, open and caring to the greater population.

Responsibilities and duties include but not limited to:

- Dynamic and creative recruitment strategies
- Facilitates various in-house training programs, workshops, seminars, and projects
- Developing and maintaining relationships with employers in the local area
- Identify the needs of individuals to ensure successful job placement
- Facilitating job readiness training
- Assisting clients in building resumes to generate successful placement
- Follow up with clients after job placements to ensure continued success
- Knowledge of the impacts of colonization and residential schools

Qualifications:

- Certificate, diploma, or degree in a social services field, or equivalent an asset
- Experience in providing workshops related to job readiness
- Valid Class 5 driver's licence
- Excellent verbal and written skills
- Ability to use programs such as Word, Powerpoint, Zoom, etc.
- Ability to work independently

This position is Part-time (20 hours per week) hours will be flexible to meet the needs of clients and work will be conducted out of the Quatsino First Nation's Band office.

Location: Quatsino; Coal Harbour, BC

Salary Range: To be discussed

Employment Term: Flexible 20 hours per week.

Reports To: Director of Family Social Services.

Deadline: Open until filled Cover letter, Resume, and two references email familyservices@quatsinofn.ca

Attn: Ronna Brand, Director of Family Social Services