



## OSHKI-PIMACHE-O-WIN: THE WENJACK EDUCATION INSTITUTE

### POSITION DESCRIPTION

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**Position Title:** Coordinator- Trades  
**Hours of work:** 09:00-17:00  
**Location:** 106 Centennial Square, 2<sup>nd</sup> Floor  
**Reports to:** Director of Trades  
**Appointment:** Permanent  
**Salary:** \$63,000

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#### WHO WE ARE:

Oshki- Wenjack's mission is to achieve excellence as a leader in the innovative design and delivery of quality post-secondary and training programs which meet the holistic educational needs of Nishnawbe Aski Nation and other learners in a safe, inclusive, supportive, and culturally enriched learning environment.

#### VISION STATEMENT:

Oshki-Wenjack is the Institute of choice for Indigenous learners and provides holistic, expert-designed, and accredited post-secondary and training programs. Oshki-Wenjack builds self-awareness in learners and empowers them to contribute to the community, economic and cultural growth of Nishnawbe Aski Nation and other communities. The candidate must have strong organizational, time management and communication skills. The candidate should have the ability to multitask and manage a fluid work environment.

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#### POSITION SUMMARY

The Program Coordinator will contribute to the overall success of Oshki-Pimache-O-Win: The Wenjack Education Institute by coordinating the Trades Training Program, in partnership with our partners. The Program Coordinator will consult with the Director of Trades on all aspects of program operations, including program development, delivery, and student wrap-around support. The ideal candidate will have vast experience in the trades, knowledge in apprenticeship pathways and be safety conscientious. The candidate must have strong organizational, time management and communication skills. The candidate should have the ability to multitask and manage a fluid work environment.

#### Program Delivery

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- Develop training schedules and ensure effective coordination and implementation of all program timetables and revise as necessary.
- Arrange transportation for students from the hotel to the training site and return.
- Supervise students at lodging and training sites and liaise with trainers during program delivery.
- Arrange training for students and trainers in the use of Brightspace e-learning platform as needed.
- Participate in Program Advisory Committee meetings to provide updates and consult with members to ensure program objectives and delivery methods are responding to the learning requirements of students.
- Participate in Project Team meetings to provide updates and ensure program objectives and delivery methods are responding to the learning requirements of students.
- Coordinate placements, facilitate problem solving and liaise between placement and students regarding supervisory needs.
- Maintain up to date student and program files.

### **Student Recruitment**

- Travel to Nishnawbe Aski Nation communities for purposes of program promotion, student recruitment, and consultation with local Education Directors or authorities, as needed.
- Promote Oshki-Wenjack's education and training programs in Nishnawbe Aski Nation communities and to other learners to achieve the student enrolment targets for each program offering and assist in preparation of admission documents.

### **Student Support**

- Liaise with Student Success team for student support and wrap-around support for students.
- Arrange cultural and extracurricular activities for students for evenings and weekends as needed.

### **Relationship Building**

- Develop and foster positive relationships with community, industry and training partners through liaison, visits, and related events for successful program development and delivery.

### **Program Administration**

- Work closely with the Student Navigator to ensure timely and accurate program and student data uploads for reporting requirements (ARMS Database).
- Assist with budget planning by providing input to the Director of Trades on activities related to the achievement of program objectives.
- Provide up-to-date and relevant content for website and other promotional materials on an on-going basis.
- Perform other duties as may be assigned from time to time that support the successful operation of the Institute.

### **Other Duties**

- Take personal responsibility to increase sensitivity, awareness, and implementation of Oshki-Wenjack's cultural teachings and organizational practices in both professional conduct and work-related deliverables.

- Access and utilize Elders and Knowledge holders for teachings and guidance as it relates to work deliverables.
- Be prepared to work in conjunction with the philosophy and mandate of the Institute.
- Adhere to the Policies and Procedures as set by the Institute.
- Always maintain professionalism.
- Adhere to the Code of Ethics and positive relationship building.
- Regular attendance and conduct at work as per the requirements of Oshki-Wenjack's Policies and Procedures.
- Marketing initiatives

## **COMPETENCIES REQUIRED**

### **Specific Knowledge:**

- Knowledge of Indigenous culture, traditions, and Indigenous communities
- Apprenticeship pathways for multiple trades
- Health and Safety (OHSA)
- Exceptional writing skills to produce professional workplace correspondence.
- Word formatting
- Proficiency in Microsoft Office Tools such as PowerPoint, Word, and Excel

### **Skills and Attributes**

- Takes initiative.
- Motivated and driven.
- Possess a professional and warm demeanor, with a track record of managing sensitive situations tactfully and diplomatically.
- Excellent oral and written communications skills to effectively interact with team members and any external parties.
- Ability to communicate complex concepts and solutions to problems with diverse audiences in both formal and informal professional contexts.
- Effective research skills.
- Self-starter with the ability to work independently and in a team environment.
- Strong time management and multi-tasking skills
- Proficient organizational skills, with the ability to manage multiple priorities and meet deadlines.
- Ability to solve problems.

## **QUALIFICATIONS AND REQUIREMENTS**

### **Required**

- Possess at a minimum a relatable undergraduate degree or an equivalent combination of education and related work experience.
- Possess excellent evaluation, analytical and communication skills.
- Possess excellent communication strategies and problem-solving capabilities.
- Experience in coordinating employment and training programs would be considered an asset.

## WORKING CONDITIONS

- Routine and repetitive tasks.
- In office
- Travel required.
- Tight deadlines.

## ADDITIONAL INFORMATION

The Trades Coordinator is based at the **Centennial Square location**; however, this position does require travel to remote communities. All employees may be required to work across other sites or at home from time to time.

### Health & Safety

All employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all potential hazards; and all incidents and injuries; as well as co-operating with any measures introduced in the workplace to improve health and safety.

**Job type:** Full-Time Contract

- Cultural Activities.
- Employee development group activities.
- Personal training opportunities.
- Personal days.
- Paid Stat and Civic Holidays.
- Access to cultural supports.
- Paid time off at Christmas in addition to paid vacation time.

Schedule:

- 8-hour shift
- Day shift
- Monday to Friday
- In-person
- Flex Schedule
- Some weekends
- Travel may be required.

Experience:

- 3 years

License/ Certification:

- N.A

**Employment is subject to:**

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- Proof of Education requirements
- Proof of any licenses or certifications
- Satisfactory criminal record check
- Must be willing to work a flexible 40-hour work week.
- Oshki is committed on implementing measures to protect its community members, staff, and other stakeholders from COVID-19. As a result, Oshki has implemented a mandatory vaccination policy. Exemptions will be made for those with a valid medical exemption; proof of the exemption will be required.

We are committed and dedicated to building a workforce that reflects the demographics that we serve. In alignment with our Mission and Mandate and in accordance with Ontario Human Rights code and the Canadian Charter of Rights and Freedoms, preference will be given to candidates of Indigenous ancestry. Candidates are encouraged to self-identify as being of Indigenous ancestry (First Nation, Metis, or Inuit).

The above statements are the general functions of the position, and should not be interpreted as a detailed description of all the work requirements that may pertain to the job. This position description will be reviewed on an annual basis and may be subject to change.

Closing Date: Until Filled

Individuals who feel they are qualified are invited to submit a cover letter (quoting the above position title) along with a current resume to: [HR@OSHKI.CA](mailto:HR@OSHKI.CA)

Please write the title of the position you are applying for in the subject line of the email.

We thank all those who apply, however only those selected for an interview will be contacted.