



NEW BRUNSWICK ABORIGINAL PEOPLES COUNCIL IS
SEEKING QUALIFIED APPLICANTS FOR THE POSITION OF

INDIGENOUS SKILLS & EMPLOYMENT TRAINING PROGRAM (ISETP) COORDINATOR/MANAGER

Under the general direction of the Executive Director of New Brunswick Aboriginal Peoples Council (NBAPC), the Manager will:

- Act as a liaison person between the NBAPC and the Federal and Provincial Government Departments involved in the delivery of the ISEPT and provide information and guidance to these as requested.
- Facilitate good working relationships between the Field Workers, the local Service Providers, Federal/Provincial Departments and/or agencies involved in the ISETP.
- Provide direct supervision to the Support Workers.
- Maintain a reporting system for pertinent information necessary to manage the program. (i.e.: statistics on clients, location, number in training, number not active on waiting list, personal data, etc.)
- Ensure all reporting requirements are met.
- Ensure that all information is stored properly so that it can be used in the future for strategic planning by Governments and by the New Brunswick Aboriginal Peoples Council.
- Address problems that may arise between the Support Workers and the stakeholders, other organizations, other funding sources/agents.
- Direct the programs administrative activities. (i.e.: budgets, personnel, advertising, etc.)
- Identify general training and skill development needed by the Off-Reserve Aboriginal Community.
- Research and propose any new services, initiatives and/or program changes which will effectively improve the impact of service delivery to the off-reserve Aboriginal Community.

- Monitor and conduct personnel evaluations on each SupportWorker.
- Gain a more in-depth understanding of Aboriginal issues, concerns and cultural differences by conducting research and attending conferences, seminars and training sessions.
- Identify and arrange suitable training for program staff.

Application deadline: June 18. 2021

How to apply: Send your resume, cover letter, and the names of three reference to adminassistant@nbapc.org or Mail or drop off your package at 320 St Mary's Street, Fredericton, NB, E3A 2S4. We thank all applicants in advance; however, we will be corresponding only with those selected for an interview.