

Training Development Specialist

Position Description:

Job Summary

The individual in this position will support and take responsibility for Nokee Kwe's Indigenous Culture Project. They will help organize, attend, take minutes and direct the advisory group responsible for the creation of local Indigenous cultural training. They will work closely with the Truth and Reconciliation and Indigenous Business Specialists to ensure smooth integration of project components. They will generate meetings among local Indigenous leaders, agencies serving newcomers, stakeholders, and others. They will create surveys/focus groups to solicit feedback/information necessary for the creation and delivery of the curriculum and toolkit. They will utilize social media and other platforms to promote the project activities. They will provide general information on Nokee Kwe programs and services in a competent manner, and provide monthly reports. They will assist with the creation of a final evaluation and development of a best practices model, and pursue sustainability for this project.

Essential Job Functions:

- Facilitate/Lead/Direct Advisory Group meetings
- Liaise with individuals and groups inside and outside of Nokee Kwe
- Set meeting schedules and ensure attendance
- Make clear plans on what, when, and how the project goals have to be achieved, including creation and implementation of project strategy, and ensure delivery meets those timelines
- Provide support to a working group where members belong to other agencies
- Foster an atmosphere of collaboration and cooperation
- Apply for funding/write grant proposals
- Create, maintain, and update electronic, and hard copy notes/files related to the assigned projects
- Generate weekly reports on project activities
- Maintain statistics/data on activities (electronic and hard copy)
- Present to individuals, groups, agencies, businesses in the community
- Develop approved partnerships with community groups, businesses, individuals
- Attend program, staff, and other meetings
- Participate in cross-training as required/Attend and complete required training/professional development

Educational and Experiential Requirements:

- Post –secondary education in a related field (e.g., project management, business, social work, psychology, marketing, diversity); or have the relevant skills in conjunction with Indigenous cultural experience.

Additional Knowledge “Nice to Have’s”:

- Current labour market information (LMI)
- Experience with social enterprise/self-employment
- Local resources
- Not-for-profit experience
- Health and safety/WHMIS
- Diversity training
- Privacy training
- First Aid and CPR

Additional Experience an asset in:

- Excellent customer service
- Outgoing and personable
- Problem solving skills
- Able to work well within a team setting
- Time management/organizational/prioritizing skills
- Computer and social media skills (e.g. data entry, MS Word, email, web browsing, social networking, attachments- power point and/or excel an asset)

Nokee Kwe is dedicated to promoting equity and diversity and serving the interests of Indigenous people. The successful candidate will be primarily engaged in serving the interests of Indigenous people. Nokee Kwe will give preference to Indigenous people who possess the necessary qualifications and meet JCP eligibility criteria.