

Employment Development Coordinator
Kitselas Five Tier System LP (K5T)
4562 unit J Queensway Drive, Terrace, BC V8G 3X6
Employment Type: Full Time - Contract

The Kitselas Five Tier System Limited Partnership is designed to support people in their journeys toward employment by accessing career services, employment, training opportunities and community based, wrap-around support. We are a growing, dynamic, community-led employment and training team seeking an enthusiastic and motivated individual to join our team.

If you enjoy working in a high energy environment with a passion for employment and training, with team collaboration and continuous learning while you work, this is the place for you!

About the role:

The Employment Development Coordinator's role will be to build and maintain relationships with employers and participants, actively bridging youth and equity-seeking groups towards meaningful employment as a contributing team member. As a Coordinator, you will carry out project commitments, relationship management and administration duties. You will work in collaboration with our growing team.

Generally, this involves:

- Delivering on K5T program commitments that focus on bridging youth and equity-seeking groups towards meaningful employment, support and training.
- Being responsible for building and maintaining relationships with employers and participants within the projects.
- Maintain Databases, Input Data and Create reports.
- Handle Referrals to Mental Health Services as and when needed
- Collaboration with service providers as need to support participants and clients
- Maintain an ongoing relationship with the community
- Support additional projects as and when needed
- Work in partnership with team members and contribute to the team's overall objectives.

Key skills/experience

- A passion for contributing to positive change for Indigenous communities.
- Ability to handle continuous outreach with employers and participants
- Able to manage community relations on an ongoing basis
- Excellent communication skills, both written and verbal
- Resume and cover letter development and coaching
- Experience with Data entry, Data Management
- Excellent organisational and planning skills
- Familiarity with MAC computers, Microsoft office software including excel, experience with video meeting software, g suite.
- Hands-on Relationship building skills
- Strong organizational and planning skills
- Experience as a strong collaborator and a team player willing to jump in to support additional projects
- Previous Customer Support experience can be advantageous.
- Post-secondary education OR equivalent, management OR business degrees is a bonus.

Interested in applying?

Please send your application no later than April 30, 2021 5pm to [hiring@kitselastraining.com](mailto: hiring@kitselastraining.com) with

- Resume
- a cover letter letting us know why you are interested in joining the Kitselas Five Tier System LP team

- The wage is negotiable based on skills and experience.

About Kitselas Five Tier System LP team

Kitselas Five Tier System LP is a values-driven and collaborative team environment focusing on innovative employment and training initiatives. We are an organisation that focuses on helping clients with employment and training programs to match their career needs. We offer on-the-job training, wrap-around supports, workshops and run a day labourer program to help our clients reach their career goals.

We are looking for individuals who share our values which are based on our Five Tier System,

- Community-focused - we work in collaboration with the community and focus on understanding the community's needs.
- Priority on Inclusivity: We support clients wherever they are in their journey towards employees with a reach to include indigenous peoples across the North Coast of BC.
- Accomplish more as a team: the five-tier system was designed to collaborate with internal and external partners. We aim to share best practices with partners and improve the region's collective capacity to support Indigenous peoples.
- Representing Kitselas First Nation with pride - A part of the Kitselas Five Tier System Team, you always represent the community.