



IAFNYES Employment Subsidy Program Coordinator



The Nuuchahnulth Tribal Council (NTC) is seeking a full-time, term Income Assistance First Nation Youth Employment Strategy (IAFNYES) Employment Subsidy Program Coordinator. *Based out of Port Alberni*, this position is part of the Social Development team. Duties include coordinating quality IAFNYES mentored work placements & related training opportunities for eligible Nuuchahnulth youth aged 18-30 who are Income Assistance recipients. This position will have responsibilities with the Income Assistance First Nations Youth Employment Strategy (IAFNYES) program. Travel (*by vehicle, boat, and airplane, depending on caseload*) is required for this position. This term position ends on **March 31, 2023** (*with the possibility of an extension*).

Responsibilities Include

- ◆ Build and foster relationships and partnerships with local employers and community contacts and provide employment opportunities for clients.
- ◆ Support youth as they participate in the IAFNYES pilot project, including training and mentored work placement opportunities.
- ◆ Conduct regular job site visits to monitor the progress of the participant and provide on-site support.
- ◆ Engage in effective interpersonal communication with program participants to empower youth.
- ◆ Work closely with the Nation's Social Development Workers (SDWs) and the NTC Pre-Employment Supports (PES) team, as well as the NETP Employment Subsidy Coordinator to identify and support eligible participants.
- ◆ Prepare and submit reports adhering to the reporting requirements of Indigenous Services Canada (ISC) for the IAFNYES project.
- ◆ Prepare and submit written narratives, reports, financials, and budgets.

Preferred Qualifications

- ◆ Post-Secondary Education (i.e., diploma) in Health, Social Sciences, Human Services, or a related field, or a combination of education/training, and a minimum of two-years direct experience in project management.
- ◆ Experience/and or training in the employment/career counselling field.
- ◆ Demonstrated skills in effective verbal and written communication.
- ◆ Knowledge of Nuuchahnulth governance, culture and traditions considered an asset.
- ◆ Computer literate and comfortable using technology in the workplace.
- ◆ Must have a car and valid driver's licence.
- ◆ Provide acceptable references and criminal record check.

Competitive salary based on qualifications and experience: salary range \$55,000 - \$67,000 annually.

Apply by 1pm July 4, 2022 by sending your cover letter, resume, and 3 references (available to contact) to:



Nuuchahnulth Tribal Council
P.O. Box 1383
Port Alberni, B.C. V9Y 7M2
Attn.: Human Resource Manager

Email: apply@nuuchahnulth.org

We thank all applicants for their interest, however only those selected for an interview will be contacted.

Nuuchahnulth Tribal Council