



**Employment Opportunity @
Wii-ni n'guch-tood Labour Market Services**

**Labour Market Skills Inventory
Project Coordinator**

Under the direction of the ASETA Manager, the Project Coordinator will provide supervision to the overall project and the surveyor/interviewer staff under the project.

Key Job Functions and Major Responsibilities:

- Assist with recruitment and selection of project surveyors/interviewers.
- Prepare a workplan for current fiscal year and subsequent years on an annual basis.
- Prepare budget and ensure adherence to the budget.
- Prepare training schedule for the surveyors/interviewers.
- Liaise with other band departments to coordinate efforts on updating the Community Profile and Comprehensive Community Plan.
- Provide training on the use of the data base to other employment, training and education service providers.
- Establish and maintain a security of collected data, hardware and software.
- Prepare work instructions on the maintenance of the database.
- Handling general inquiries related to the LMI Project.
- Assist the Enaadmaagehjik organization during peak work periods.
- Provide input and recommendations for policy and/or development for the database

Qualifications:

- Relevant post secondary level accreditation
- Experience in conducting community-based research
- Excellent organizational, administrative and time management skills
- Strong report writing skills
- Must have strong oral and interpersonal communication skills, must be a team player
- Must be computer literate and familiar with essential software
- Knowledge and appreciation of the Anishinaabek culture, language and heritage are all considered asset.
- Must have a valid Driver's license and access to a vehicle.

Deadline: Open until filled.

Reposted on May 23, 2025

Salary: \$55,000 per annum

Please submit a cover letter, resume and three recent work references to:

Wii-ni n'guch-tood LMS
2102 Wikwemikong Way
Wikwemikong, ON
POP 2J0

Please note "LMI Project Coordinator" on the outside of your envelope. Only selected applicants will be contacted.

The successful applicant will be required to submit a criminal reference check prior to offer of employment.