



# MOHAWKS OF THE BAY OF QUINTE

## KENHTEKE KANYEN'KEHÁ:KA

HUMAN RESOURCES, ADMINISTRATION OFFICE  
24 Meadow Drive, Tyendinaga Mohawk Territory, ON K0K 1X0  
Phone 613-396-3424 Fax 613-396-3627  
Website: [www.m bq-tmt.org](http://www.m bq-tmt.org)

## EMPLOYMENT OPPORTUNITY

**Position Title:** Training Coordinator

**Posting Type:** Internal

**Program/Department:** Community Services

**Location:** Tyendinaga Mohawk Territory, ON

**Position Type:** Full Time

**Duration:** Permanent

**Posting Closes/Deadline:** March 24, 2024, at 11:59 p.m.

**Tentative Interview Dates:** TBD

**Salary Range:** Pay Grid Level B (\$44,782.40 ~ \$49,379.20)

### About Us:

Mohawks of the Bay of Quinte (MBQ) is a vibrant First Nation community located on the beautiful shores of the Bay of Quinte. We are located approximately 20 minutes from Belleville, ON and centrally located between Toronto and Ottawa. There are approximately 11,000 registered members with approximately 2200 residing in Tyendinaga. MBQ is an employer that prides itself on diversity and fairness, providing a progressive working environment that fosters culture, positivity, and growth.

### Position Summary:

The Training Coordinator will manage, design, develop, coordinate, and conduct training programs. The Training Coordinator will assist program applicants by conducting intake interviews, needs assessments/skills gaps, and assist with career action planning to determine eligibility for participation, and ensure training is in line with labour market opportunities. The Training Coordinator will communicate with community members, partner organizations, trainers, businesses, and employers to identify training needs, and map out training and development plans that are in line with participant needs. The ideal candidate has experience with training-on-the-job programs, job coaching, coordinating mentor programs, soft-skills development, and training on workplace essential skills.

### Reporting:

This position will report to the Employment and Training Officer.

### Summary of Main Responsibilities:

- ✧ Working with the Employment and Training team in a positive manner
- ✧ Assisting clients in one on one and in groups to coordinate training opportunities
- ✧ Providing intake interviews, needs assessments/skills gaps and assisting with career action planning to determine eligibility for participation
- ✧ Communicating and liaising with community members and community partners to identify training needs and coordinate training opportunities, workshops, and other opportunities
- ✧ Other duties as assigned

**Requirements:**

- ✧ Diploma in Business Administration or another related field
- ✧ Minimum of 2 years experience employment, training, or another related field
- ✧ Combination of education, experience and training may be considered
- ✧ Previous experience working in an Indigenous setting would be considered an asset
- ✧ Must provide a clear Vulnerable Sector Check
- ✧ Valid Driver's License and clear driver's abstract

**Knowledge, Skills and Abilities:**

- ✧ Experience with computer programs (i.e., Microsoft Office, Excel, email, and internet)
- ✧ Excellent organizational and time management skills with strong attention to detail
- ✧ Strong interpersonal and problem-solving skills
- ✧ Knowledge of relevant legislation, regulations and guidelines
- ✧ Knowledge of current labour market trends, along with existing and emerging job search strategies for a variety of occupations is an asset
- ✧ Knowledge of Case Management is an asset
- ✧ Understanding of the impacts of colonization and inter-generational trauma

**Behavioural Competencies:**

- ✧ Must be an empathetic and non-judgemental person
- ✧ Must maintain strict confidentiality
- ✧ Be honest, respectful, and trustworthy
- ✧ Possess cultural awareness and sensitivity
- ✧ Be creative and flexible
- ✧ Demonstrate sound work ethic
- ✧ Demonstrate keen attention to detail

**Application Process:**

If you are interested in this opportunity and possess the above list of qualities and requirements, please forward your resume and cover letter via mail, email, fax or in person to:

By Mail: Mohawks of the Bay of Quinte  
24 Meadow Drive  
Deseronto, ON K0K 1X0  
ATTN: Careers

By Fax: 613-396-3627

By Email: [careers@mbq-tmt.org](mailto:careers@mbq-tmt.org)

For more information or a detailed job description, please contact Human Resources at (telephone) 613-396-3424 or (email) [careers@mbq-tmt.org](mailto:careers@mbq-tmt.org) To find out more about Mohawks of the Bay of Quinte, please visit our website at [www.mbq-tmt.org](http://www.mbq-tmt.org)

- ✧ *Internal Postings are for members of MBQ or active employees only*
- ✧ *The tentative interview date(s) are subject to change and are posted for planning purposes only*
- ✧ *MBQ is grateful for all who show interest in our First Nation and take the time to apply, however, only those chosen for an interview will be contacted*
- ✧ *Late applications will not be considered*
- ✧ *MBQ is an equal opportunity employer, as well, MBQ references Canada's Aboriginal Employment Preferences Policy*
- ✧ *MBQ is currently conducting interviews via Microsoft Teams and follows all Community Health guidelines as they relate to COVID-19*