

CHIPPEWAS OF NAWASH UNCEDED FIRST NATION

EMPLOYMENT OPPORTUNITY

Adult Learning Centre Assistant Targeted Wage Subsidy Position (HAAMB)



Program/Dept: Social Services
Program: Adult Learning Centre
Reports To: Adult Learning Centre Coordinator
Type of Employment: Contract – up to 41 weeks
Wage: Level 1 (17.75 - \$21.60)
Hours of Work: up to 20 hours per week

Closing Date: Friday May 23, 2025 4:00pm EST

The main objective of the Adult Learning Centre Assistant is to offer assistance and support to the Adult Learning Centre Coordinator and Adult Learning Centre program as a whole to ensure it functions effectively and efficiently.

Applicants must meet the eligibility criteria for Target Wage Subsidy which are:

Employment Status: Applicants must be unemployed or underemployed, including individuals receiving Employment Insurance (EI), social assistance, or those with no source of income.

Eligibility for Subsidy: Applicants must meet with an employment assistance service provider who will assign a care manager to determine eligibility for the subsidy.

Qualifications

- High school diploma or equivalent
- Experience working in an office environment
- Work experience with Microsoft Office software
- Assets: certification in teaching adults
- Financially literate for assisting with budget
- Skilled with office equipment such as print/copy/scan/fax, shredder etc) and ability to troubleshoot
- Understanding of Anishinaabemowin and Anishinaabe culture and ability to promote
- Proven organizational and time management skills
- Valid Ontario Class G Driver's Licence would be considered an asset
- Acceptable recent Criminal Record Check

How to Apply

Submit cover letter and resume addressing qualifications outlined

Drop off or mail to: Administration Office, Chippewas of Nawash Unceded First Nation, 135 Lakeshore Blvd. Neyaashiinigmiing, Ontario, N0H 2T0. Identify position applied for on outside of the envelope. **Fax:** 519.534.2130 **E-mail:** employment@nawash.ca For more information or to obtain a copy of the job description, please visit our website <https://www.nawash.ca/employment-opportunities/> or by call the Band Office at 519.534.1689

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- **All applications are appreciated, however, only those selected to interview will be contacted. We strive to provide current CNUFN Employees and CNUFN Band Members with correspondence in regards to the status of their application/candidacy**
- **Preference will be given to CNUFN Band Members and those of Aboriginal decent who identify at time of application**
- **While COVID-19 vaccinations are not currently mandatory, they are encouraged for the safety of all employees, clients and community as a whole; a policy is in place, and accommodations are provided for those unvaccinated**
- **Due to the nature of positions, a recent acceptable Criminal Record and or Vulnerable Sector Check may be requested and paid by the Employer**