



**Minodahmun  
Development** LP

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PO Box 89

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Longlac, Ontario

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## Career Opportunity

### **Learner Success Advisor**

Aroland First Nation in partnership and collaboration with Minodahmun Development are searching for a proactive professional to join our team as Learner Success Advisor. The Learner Success Advisor will be directly hired and employed by Aroland First Nation

This position requires an individual who is passionate about assisting Indigenous adult learners as they progress through their training and academic journey to employment and higher learning goals.

The Learner Success Advisor will work in collaboration with the Project Coordinator to deliver the Indigenous Workforce Development Program (IWDP) aims to maximize First Nation Employment in Greenstone Gold Mines and the Municipality of Greenstone by providing academic upgrading and training to foster meaningful career paths for local Indigenous people.

The IWDP was created by Animbiigoo Zaagi'igan Anishinaabek, Aroland First Nation and Ginoogaming First Nation to help prepare members for employment opportunities related to Greenstone Gold Mines.

These individual **must** be a registered member of Aroland First Nation, and preferable reside in their respective communities.

#### **Mission Statement:**

The mission of the Learner Success Adviser is to assist learners in their growth and development by constructing meaningful educational and training plans which are compatible with their life goals.

The Learner Success Advisor will have extensive knowledge about education and training and a strong desire to assist in Indigenous adult learner development.

Ideal candidates will be caring, organized, communicative, and accessible. The candidate must be well connected and have the ability engage a wide range of membership to participate in the IWDP.



## Advisor Responsibilities:

- Recruit and enroll participants in the Indigenous Workforce Development Program
- Discuss career and educational goals with Indigenous Adult Learners.
- Aiding in the course selection process to ensure progress towards learner goals.
- Display an interest in Indigenous Adult learner development.
- Identify Indigenous Adult Learner strengths and weaknesses.
- Maintain updated reports and reports on learner progress.
- Intervene if behavioral or academic challenges occur.
- Connect learners with resources, such as counselors or tutors.
- Assist and empower Indigenous adult learners with choosing the appropriate career paths.
- Communicate regularly with Indigenous adult learners.
- Manage student attrition through providing proactive, reactive, comprehensive, and exceptional wrap around learner support.
- Demonstrate a strong understanding of organizational policies.
- Coordinate project activities with project partners and participants
- Collect and log program related data and assist with intake process.
- Prepare communications including advertisements, social media posts and correspondence with project partners/participants.
- Coordinate logistics for the project team including venues, booking, transportation, etc.
- Coordinate and administer financial supports to participants.
- Organize and facilitate community meetings as required.
- Participate in project planning, execution, and evaluation.
- Other duties that may arise as assigned by supervisor.

## Qualifications

- Highschool diploma or greater
- Knowledge or experience in education, training, counselling, or relevant field
- Excellent verbal communications skills
- Excellent writing skills
- Good organizational and problem-solving skills
- Thorough understanding of Indigenous Adult learning principles and practices.
- Experience in Indigenous Adult Learning counseling, development, education, or related field.
- Responsible individual with positive attitude and sense of pride a self-starter with strong work ethic and attention to detail
- Demonstrated ability to work independently, and as part of a team.
- Proficiency with Microsoft PowerPoint, Excel, Word and Outlook
- Ability to maintain accurate and updated records concerning student performance.
- Ability to do basic financial tracking and reporting.
- Ability to travel is essential.
- Understanding of institutional policies, procedures, and resources.



- A desire to help Indigenous Adult Learners in their training, education, and employment journey, from enrollment to completion.
- Valid G licence
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### **Asset Skills/Qualities**

- Experience in education, counselling, training or project/program management
- Past experience with implementing and coordinating education or training programs
- Ability to speak Anishinaabemowin

### **Work Requirements**

The Learner Success Advisor is a 1-year contract position with potential for extension. This is a full-time position (35 hours per week) with flexible work arrangements. Note: there is the potential for evening or weekend work during certain times of the year. The contract expires March 31, 2022 with the possibility of extension.

### **Compensation:**

This position provides an excellent opportunity, for the right individual. Starting wage is commensurate with skills and experience.

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**Please include AFN Learner Success Advisor in the subject line.**

**Deadline to apply: May 7<sup>th</sup>, 2021.**