



**Minodahmun
Development** LP



Job Posting for a Learner Success Advisor

Animbiigoo Zaagi'igan Anishinaabek in partnership with Minodahmun Development is looking for an individual to join our team as a Learner Success Advisor. 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 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.

Applicants must be a community member of Animbiigoo Zaagi'igan Anishinaabek First Nation.

Mission Statement:

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.
- 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.
- 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 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.



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Qualifications:

- High school diploma or greater preferred
- Knowledge or experience in education, training, counselling or relevant field
- Excellent writing and oral skills
- Good organizational and problem-solving skills
- 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
- Understanding of institutional policies, procedures, and resources.
- Valid G licence
- A desire to help Indigenous Adult Learners in their training, education and employment journey, from enrollment to completion.

Asset Skills/Qualities:

- Past 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 Training Program Coordinator position 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, 2021 with the possibility of extension.

Compensation:

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

Please apply by submitting a cover letter and resume to:

Priscilla Graham, Band Administrator
pgraham@aza.ca

Any questions about the position, please call Mason Shawayahamish at 807-708-2252
Deadline to apply: May 7th, 2021.