



## Employment Opportunity Apprentice Support Coordinator

### About Keepers of the Circle

Keepers of the Circle is an Indigenous Hub operated by the Temiskaming Native Women's Support Group (TNWSG), a non-profit organization founded in 1997 to promote the economic, cultural, and social equity of Indigenous women, girls, and gender diverse peoples.

### About the Role

Keepers of the Circle is looking to recruit an Apprentice Support Coordinator to assist Indigenous apprentices in overcoming barriers that prevent them from accessing the trades and completing their pathways to becoming a journeyperson.

The candidate will conduct ongoing check-ins, needs assessments and supports to apprentices while also assisting in providing work experiences through on the job skills development. They will hold culturally based online gatherings to connect apprentices and share successes and challenges they are facing while mapping out supports available for apprentices nationally, regionally, and locally, while identifying possible gaps.

The Support coordinator will also provide wrap around supports to apprentices to aid in their successful completion and participation in apprenticeships.

This position is on a full-time (35 hrs per week) basis and is based out of our training centre in **Kirkland Lake, ON**

### Requirements:

- Excellent oral and written communication skills
- Strong interpersonal and collaboration skills
- Knowledge of the Indigenous culture
- Ability to document, analyze, evaluate information and feedback gathered, and present information in a formal report
- Strong understanding of trades and construction projects
- Experience working in a group within an Indigenous community setting
- Organized and efficient with time management, and able to multi-task
- Strong knowledge of MS Office is required
- Excellent problem-solving ability
- Non-judgmental and inclusive
- Respect to diversity
- Able to demonstrate a high level of professionalism at all times
- Ability to handle sensitive and confidential information with discretion

**We strongly encourage you to self-identify if you are of Indigenous ancestry or are a community affiliate.**

If you would like more information about the role, please reach out to [hr@keepersofthecircle.com](mailto:hr@keepersofthecircle.com)

### **Inclusion, Diversity, Equity & Accessibility**

We advocate for the presence and contributions of all people regardless of race, colour, religion, age, genetic status, sex, military status, or disability that does not prohibit performance of essential job functions. As an Indigenous organization, Keepers of the Circle has an affirmative action policy that prioritizes the hiring of Indigenous Peoples and community affiliates. Please let us know of any specific requirements during the application process by emailing [hr@keepersofthecircle.com](mailto:hr@keepersofthecircle.com) – we are happy to work with you on accommodation requests.

### **How To Apply**

Applications will be accepted until **the position is filled**. Please send your resume and cover letter to [hr@keepersofthecircle.com](mailto:hr@keepersofthecircle.com) with the subject title “Apprentice Support Coordinator Job Application – (Your Name)”.