



**Employment Opportunity**  
Unions, Training, and Innovation  
Co-Lead Trades Training 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 a Co-Lead Trades Training Coordinator to support Indigenous apprentices in overcoming barriers that prevent them from accessing the trades and completing their pathways to Journey person.

The Co-Lead Trades Training Coordinator will organize and facilitate an advisory committee that will include Indigenous leaders in the skilled trades. They will guide and oversee the development of a curriculum focused on low carbon and energy efficiency building skills across the trades to ensure inclusion of Indigenous ways of knowing being and doing. The Co-lead will also be responsible for collaborations with Indigenous communities and organizations to map out training projects, coordinate logistics for in community and urban based construction projects, identify potential barriers and provide solutions to adapt training to support learnings for Indigenous apprentices.

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:**

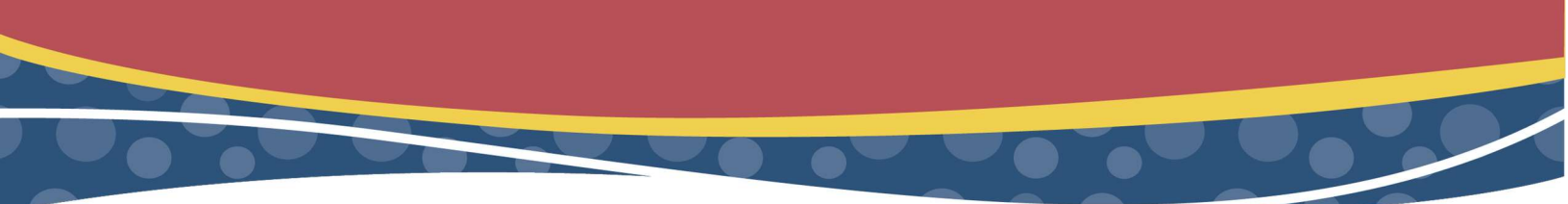
- Excellent oral and written communication skills and is comfortable leading presentations and workshops with management teams
- Strong interpersonal and collaboration skills
- Ability to document learnings, evaluate information and feedback gathered, and present information in a formal report
- Strong understanding of trades and construction projects
- Sound understanding of diversity, equity, and inclusion practices and policies
- 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, cover letter and related documents to [hr@keepersofthecircle.com](mailto:hr@keepersofthecircle.com) with the subject title “Trades Training Coordinator – (Your Name).”