



Employment Opportunity Training 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 a Training Support Coordinator to assist Indigenous trainees and apprentices in overcoming barriers that prevent them from accessing the trades, completing their pathways to becoming a journey person, and pursuing other career opportunities.

The candidate will be responsible for assisting members with apprenticeship, post-secondary, and job applications, conducting needs assessments and ongoing check-ins with members during placement and new employment, and coordinating wraparound supports. The Training Support Coordinator will also map out existing resources and supports that are available to Indigenous Peoples and apprentices nationally, regionally, and locally, while also identifying gaps. In this role, you will work closely with Keepers of the Circle's Training Team to help members transition and successfully obtain work placements and employment.

This position is on a full-time (35 hrs per week) basis and is based out of our training centre in **Kirkland Lake, ON**, however travel across Northern Ontario may be required.

Requirements:

- Excellent oral and written communication skills
- Strong interpersonal and collaboration skills
- Knowledge of the Indigenous culture
- Exceptional understanding of trauma-informed care
- Strong customer service skills and/or peer support skills and experience
- 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
- Understanding of the skilled trades or a willingness to learn
- G-class drivers license

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



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 – we are happy to work with you on accommodation requests.

How To Apply

Applications will be accepted until April 25th, 2025. Please send your resume and cover letter to hr@keepersofthecircle.com with the subject title “Training Support Coordinator Job Application – (Your Name)”.