



**Employment Opportunity**  
Unions, Training, and Innovation Program  
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 assist the expansion of our trades training activities that will support Indigenous community members to register for apprenticeships and become certified Red Seal Journeypersons. In this position, you will be organizing housing and construction projects with Indigenous communities that will be used as training opportunities, recruiting Indigenous apprentices to work on projects, and collaborating with employers, training institutions, and unions to create green building curriculum. The ideal candidate will also be responsible for working with a videographer to film training and create video curriculum that can be distributed with partner stakeholders and used within Keepers of the Circle's training programs, to encourage green building skills and knowledge.

This position is on a full-time (35 hrs per week) basis. In person work based out of our training centre in **Kirkland Lake, ON** is preferred, but this position can be remote, with expectation of regular travel.

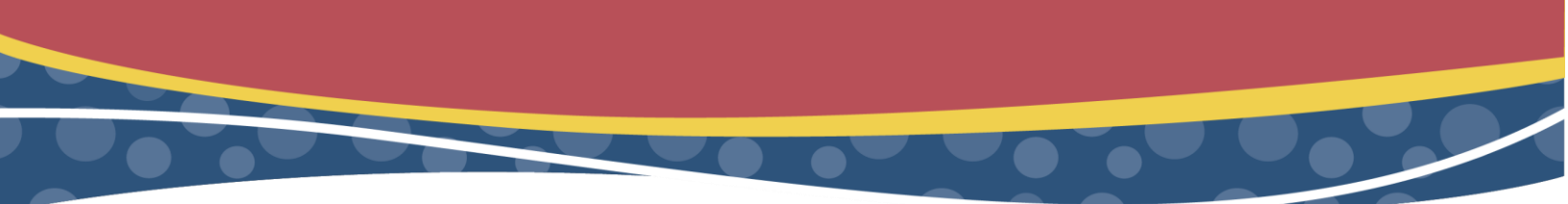
**Requirements:**

- Excellent oral and written communication skills and is comfortable leading presentations and workshops with management teams
- Previous experience leading or managing projects, with preference to training or construction projects or programs
- 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
- Experience working in a group within an Indigenous community setting and understanding of community protocols
- Extremely 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
- Class G Driver's license and access to a vehicle

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 **April 25, 2025**. Please send your resume, cover letter and related documents to [hr@keepersofthecircle.com](mailto:hr@keepersofthecircle.com) with the subject title “UTIP Co-Lead – (Your Name).”