Taykwa Tagamou Nation

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Employment Opportunity

Employment and Training Coordinator

Location: Taykwa Tagamou Nation
Reports to: Business Development Officer

About the Role

The Employment and Training Coordinator supports Taykwa Tagamou Nation members in accessing employment, training, education, and professional development opportunities. This role coordinates workforce development supports, maintains accurate records, and builds positive relationships with industry, business, and training partners to help connect members with meaningful opportunities.

Responsibilities

- Coordinate employment, training, and professional development initiatives, including job fairs, career events, outreach activities, and member communications.
- Conduct member intake and support job readiness through resumes, cover letters, interview preparation, coaching, mock interviews, and basic skills assessments.
- Support job matching, employment placement activities, and communication of employment and training opportunities to membership.
- Maintain employment and training records, confidential client case files, member profiles, and related databases.
- Build and maintain relationships with TTN members, industry and business partners, training providers, resource industry site representatives, contractors, and other external partners.
- Track employment and training statistics, analyze trends, and prepare summaries or reports to support planning and decision-making.
- Perform other related duties as required.

Qualifications

- Secondary school diploma or equivalent is required; a college diploma or university degree in human resources, business, or social services and/or a related field is preferred.
- Valid Class G driver’s licence.
- 2–5 years of related experience in employment, training, workforce development, or a similar field.
- Knowledge of workforce development, employment support practices, and employment or training programs relevant to First Nation communities.
- Strong communication, relationship-building, organization, coordination, time-management, computer, record-keeping, and database skills.
- Ability to work respectfully with community members, manage multiple priorities, and maintain confidentiality.
- Experience supporting employment and training initiatives, working with a First Nation, or working in mining, industrial, or resource development environments is an asset.
- Ability to analyze trends and information to support planning is an asset.
- Ability to speak Cree is an asset.

Working Conditions

This role is performed in an office or community setting and involves regular interaction with staff, community members, and external partners. Occasional regional travel and attendance at meetings, programs, or community events outside regular business hours may be required.

Taykwa Tagamou Nation offers a competitive compensation package subject to qualifications and experience; group medical insurance: extended health, dental, life, AD&D and Pension Plan benefits.

How to apply:

Please include these documents in your submission:

- Letter of Application/Cover Letter
- Resume
- Three recent work references (one being from your most recent supervisor/manager)
- Copies of Certificate(s) of Qualification

By email: resumes@taykwatagamou.com

By Fax: 705-272-5785

By mail: P.O. Box 3310, RR#2, Cochrane, ON. P0L 1C0

Deadline to submit application: December 3, 2026

A complete work description is available upon request. Preference and Priority will be given to Taykwa Tagamou Nation Applicants. We wish to thank all applicants however only those selected for an interview will be contacted.

Posted: November 18,2026