**Job Corps Career Coach**

***Job description***

Akamihk Kanataskiy Ventures (AKV) Ltd. is collaborating with Montana First Nation (MISD) to provide employment and mentoring opportunities for Montana First Nation members through Job Core.

We are seeking an individual who is committed to motivating and assisting Montana First Nation members identify career paths, training, and employment opportunities.

**Career** **Coach**

Reporting to the General Manager, the Career Coach will be responsible for ensuring participants are successful in preparing for work, finding work, and retaining employment.

The Career Coach must be able to provide positive and engaging workshop sessions targeted for assisting advanced participants to upgrade or advance their skills for long-term employment.

**DUTIES INCLUDE:**

* Facilitate and organize pre-apprenticeship training sessions for participants.
* Coach clients in areas of self-marketing and job search strategies and techniques.
* Review websites and other resources for employment information that may be of interest to participants.
* Follow up with the participants after they move to pre-apprenticeship training.
* Conduct written follow-up with participants of the program at established intervals regarding their employment status.
* Offer additional support to unemployed participants who are looking for work.
* Maintain contact notes and client files.
* Work collaboratively with the team to assist participants in finding employment and provide support as needed.
* Provide hands-on training for participants as needed.
* Other duties as assigned.

**QUALIFICATIONS:**

* Strong understanding of the nature of trades employment opportunities, employer expectations and progression through the Alberta Industry & Training process.
* 1-2 years’ experience facilitating job search workshops
* Knowledge of the local/regional labour market
* Experience working with industry stakeholders and First Nations is preferred
* Recent, excellent computer skills using Microsoft applications
* Career Development Certificate would be an asset
* Alberta accredited Journeyman ticket required
* Ability to establish a rapport with First Nation members
* Strong organizational skills

Interested candidates should send their resumes via email to candace@kanataskiyventures.com

We thank all applicants, however only those chosen for interviews will be contacted.

Application deadline: 2021-09-17

Expected start date: 2021-10-04

Job Types: Full-time, Permanent

Salary: $25.00-$28.00 per hour