



SUPERCOM INDUSTRIES

NOTICE OF CAREER OPPORTUNITY

Training and Employment Coordinator

Supercom Industries LP, a partnership of Michipicoten First Nation, Netmizaagamig Nishnaabeg (Pic Mobert First Nation), Biigtigong Nishnaabeg (Pic River First Nation), Pays Plat First Nation, Red Rock Indian Band and Fort William First Nation, was formed by our First Nations to deliver employment, training and business opportunities arising from the development of \$700+ million East West Tie (“EWT”) transmission project that is currently under construction across our collective traditional territories and reserve lands.

Supercom is currently seeking an Employment and Training Coordinator to work with the proximate community based/owned businesses. Reporting to the Safety, Employment, and Training Manager the Employment and Training Coordinator will be responsible for but not limited to the following duties:

Position duties and responsibilities:

The Employment and Training Coordinator is reporting to the Safety, Employment, and Training Manager, and ultimately to the CEO. The duties include, but are not limited to, the following:

- Work with Canadian Union of Skilled Workers, and all other trade unions for future apprenticeship and job opportunities;
- Work with the Ontario Ministry of Labour, Training, and Skills Development to coordinate the current Supercom training program;
- Prepare activity, status, and adjustment reports to the Ministry of Labour, Training and Skills Development;
- Seek training opportunities available with the Provincial and Federal Governments, and other government affiliated institutions;
- Negotiate training agreements with eligible service providers, develop and monitor training plans with service providers;
- Develop and facilitate employment and training related workshops as required;
- Conduct community outreach to community services, industry associations and potential clients;
- Coordinate any necessary onboard Supercom student training;

**BIIGTIGONG NISHNAABEG*FORT WILLIAM FIRST NATION*MICHIPICOTEN FIRST NATION*
PAYS PLAT FIRST NATION*PIC MOBERT FIRST NATION*RED ROCK INDIAN BAND**



- Provide ongoing feedback and support related to employment, training and education;
- Work with all EWT subcontractors for employment opportunities on the project;
- Work with General Contractor and Subcontractors on any Supercom student employment related issues or concerns;
- Work with Supercom student during work placement if required;
- Work with contractors should concerns arise either from the student or the employer;
- Coordinate all EWT employment opportunities using Supercom website, Facebook, and community newsletters;
- Track all Supercom student EWT employment information (position, start date, hours worked, wages, end date);
- Track all hours worked by all Indigenous people;
- Provide monthly reports to the Safety, Employment, and Training and Manager, and ultimately to the CEO;
- Attend third party cultural awareness training;
- Coordinate efforts with all Supercom departments and staff
- Other duties as required by the CEO and/or the Safety, Training and Employment Manager;

Applicants must have the following **qualifications and experience**:

- A University degree or diploma or certificate in human resources or related discipline or working towards OR five years of recent Recruitment, Training and Employment experience;
- CPHR or working towards designation would be an asset;
- CACE or working towards designation would be an asset;
- Relevant work experience, with experience in an industrial setting highly regarded;
- Previous relevant and extensive experience with government funded training programs;
- Previous experience with Supercom’s employment and training programs is a definite asset;
- Proficiency with the MS Office suite of tools and familiar with other HR software tools;
- Outstanding report writing skills;
- Excellent communication skills – both written and verbal;
- Exceptional public relations and conflict management skills;
- Valid driver's license and access to a reliable, personal vehicle;
- Ability to work effectively with varying personalities;
- Ability to work irregular and extended hours and to travel regularly

**BIIGTIGONG NISHNAABEG*FORT WILLIAM FIRST NATION*MICHIPICOTEN FIRST NATION*
PAYS PLAT FIRST NATION*PIC MOBERT FIRST NATION*RED ROCK INDIAN BAND**





This is a full-time, contract position that will be based in Supercom's office in Fort William First Nation, or in one of our local proximate First Nation communities. It requires regular travel throughout the region, and occasionally staying overnight in other locations than home base. We are seeking a highly capable individual whose aspirations and accomplishments demonstrate a passion and unfettered commitment to achieving excellence in the development of an outstanding employment and training program for the First Nation communities.

Indigenous persons are strongly encouraged to apply.

For the right candidate, we are offering a competitive compensation package including a competitive salary commensurate with your qualifications.

Further information on our organization can be found at www.supercomindustries.com

Deadline for applications is midnight, August 9th, 2020.

Applications must include a current resume and a comprehensive cover letter which clearly explains how your qualifications meet the requirements of the position.

Applications should be clearly marked: Competition – Employment and Training Coordinator

Incomplete or late applications will not be accepted.

Please submit your application to:

**Steve Cunningham, Safety, Employment and Training Manager
Supercom Industries Corporation**

Email: steve.cunningham@supercomindustries.com

**BIIGTIGONG NISHNAABEG*FORT WILLIAM FIRST NATION*MICHIPICOTEN FIRST NATION*
PAYS PLAT FIRST NATION*PIC MOBERT FIRST NATION*RED ROCK INDIAN BAND**

