



Aboriginal Labour Force Development Circle
274 Highway 49, Tyendinaga Mohawk Territory, ON
K0K 1X0
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**Labour Market Information Project Assistant
Job Description
1 Year Contract (With Possibility of Extension)**

TITLE: Labour Market Information (LMI) Project Assistant

LOCATION AND HEAD OFFICE: Aboriginal Labour Force Development Circle (ALFDC),
274 Highway 49, Deseronto, ON K0K 1X0

REPORTS DIRECTLY TO: LMI Coordinator

SUMMARY:

The LMI Project Assistant is accountable to the LMI Coordinator with the overall authority from the Executive Director. This position is for the specific purpose to assist in the collection of community level data on an annual basis for the benefit of the relevant First Nations member communities involved with the Labour Market Survey as identified by the ALFDC and requested by the respective First Nation.

This description provides an overview of duties, roles, responsibilities, key qualifications, and conditions of the contract position of the LMI Project Assistant. The position will be to assist the LMI Coordinator who works closely with the ALFDC staff, Aboriginal Employment Services (AES), and the identified First Nations involved with the survey.

The LMI survey will result in the development of a database which will include skills inventory of the working aged 15+ population and labour market information for our First Nation members.

The LMI Project Assistant will assist the LMI Coordinator's responsibilities for data input and review of data, corrections of data, filing and organizing for all LMI survey project material, presentations to the Board of Directors. Training will be provided for this position.

ROLES AND RESPONSIBILITIES:

- Assist with the coordination of community engagements, advertising of surveys, setting up displays, collecting surveys and entering information into the data base for all the participating First Nations and ensuring the surveys are complete accurately.
- Communication experience with the ability to create posts via social media, community posts, monitor and maintain ALFDCs website profiles and making new updates as required to promote the organization and LMI survey.
- Assists the LMI Coordinator with entering written responses from surveys into the database and corrections, thereof.

- Assists in organizing and filing of pertinent material and information with maintaining confidentiality.
- Becomes aware and knowledgeable of the requirements for reporting purposes from the funder (AES).
- Works collaboratively and respectfully with the LMI Coordinator, the Executive Director and the ALFDC staff to ensure the filing, administration of all documents is coded and filed appropriately and input into the database.
- Assists in the coordination and the dissemination of gift cards, recording all serial numbers, documenting the name of the person and contact information, or any other paraphernalia pertinent to the survey, in a timely manner.
- Ensures all information and receipts of purchase are forward to the Finance department and filed in the LMI Coordinator's office.
- Ability to review, comprehend and recommend improvements in the survey project.
- Reports to the LMI Coordinator on all developments and will notify any concerns/problems and provide recommendations/resolution.
- Maintains close and effective working relationships.
- Always maintains professional integrity and cultural integrity in all aspects of the position: verbal, written and non-verbal.
- Must be able to take required training necessary for the successful input and review of surveys and data.
- Duties as assigned may include but not limited to sorting, scanning, photocopying, communication with community members and other tasks that may occur with ALFDC Managers.
- Must be able to create and edit project documents, materials, and presentations.

KEY QUALIFICATIONS:

- Post-secondary education in a discipline pertinent to this work or the equivalent combination of education and experience.
- Experience in working with social media and/or web design, and database technology.
- Effective and efficient organizational abilities is a requirement.
- Experience in developing partnerships with community agencies, staff, and clients.
- Good judgement in public relations with the ability to effectively communicate to communities, ALFDC Board of Directors, ALFDC staff and outside agencies.
- Working knowledge of statistical methods of data collection and analysis.
- Ability to effectively communicate, both orally and in writing.
- Working knowledge of the ALFDC policies and procedures and other relevant legislation.
- Ability to work while under pressure and strenuous deadlines.
- Ability to effectively prioritize work activities and meet deadlines.
- Ability to work within team environment.
- Familiarity with relevant legislations, agreements, etc. pertinent to the survey project.

- Maintain a neutral, confidential, and objective point of view and always maintains confidentiality and integrity. The confidentiality of the data is key and paramount to the success of this project and breach of confidentiality in any format will result in immediate cancellation of contract.
- Always maintain professional integrity.

WORKING CONDITIONS:

- Must be able to work flexible hours including weekends and evenings. Overtime must be taken in time off and prior approval must be received before it occurs.
- Criminal Record Check is required.
- Valid drivers license is required.
- Ability to travel with overnight requirements.
- Manual dexterity required to use laptop, desktop computer, labeler, faxes, photocopiers, and other office equipment as needed. Will be required to sit for extended periods of time, operating computer and looking at a computer monitor.
- Travel on behalf of ALFDC may be required and must receive prior approval before travel occurs.
- Overtime must be approved prior to occurring and will be paid out in lieu of time off.
- Abrupt, abusive decorum either written, verbal or non-verbal is not tolerated and will result in immediate cancelling of contract/position.

COMPENSATION:

This contract position is for a 37.5-hour work week for \$25.00 per hour and mandatory deductions will be paid on behalf of the contract position. Overtime will be considered if requested in advance, approved, and will be compensated for time off.

Please send your cover letter and resume to Penny Choma at LMI2@alfdc.on.ca. If you have any questions, please feel free to call 613-209-0236.

Application deadline: July 12, 2023 at 1:00 pm

Indigenous ancestry preferred.