



JOB POSTING
TRAINING & DEVELOPMENT OFFICER
FULL-TIME INDEFINITE HIRE
HUMAN RESOURCES
DEPARTMENT OF FINANCE AND ADMINISTRATION

SALARY LEVEL: PAY BAND 8 \$76,371.30 - \$96,634.06 ANUALLY

DEADLINE TO APPLY: JULY 4, 2024, BY 4:00PM

SUMMARY OF RESPONSIBILITIES:

The Training and Development Officer is responsible for the design, implementation, and oversight of comprehensive training programs aimed at enhancing the skills, knowledge, and performance of employees. This role involves conducting thorough training needs assessments, developing tailored training solutions, and measuring their effectiveness to ensure alignment with the organization's strategic goals.

QUALIFICATIONS:

- Bachelor's degree in Human Resources, Education, Business Administration or related with one-year related experience.
- Exceptional communication and presentation skills.
- Strong organizational and project management capabilities.
- Proficiency in conducting training needs assessments and developing corresponding training solutions.
- Advanced proficiency in e-learning platforms and training software.
- Strong analytical skills to assess training effectiveness and drive continuous improvement.
- Ability to work independently and collaboratively within a team.
- Strong interpersonal skills and the ability to build rapport with employees at all organizational levels.
- Proactive, creative, and solutions-oriented approach to training and development.
- High level of professionalism, integrity, and confidentiality.

Knowledge of the Mohawk language and community is an asset.

All interested applicants **MUST** submit all of the following documents:

1. a cover letter,
2. resume,
3. copies of all relevant certificates/diplomas,
4. status card (if applicable) and
5. three references submitted on Consent to Release Reference Check form, which can be found on the Akwesasne.ca website under Employment.

Applicants must clearly outline that they meet the qualification requirements on their resume. Native preference in hiring. A criminal record check is mandatory before start of employment. As a requirement of employment, all applicants must have a Canadian Social Insurance number. An eligibility list will be created for one year. We thank all applicants for their interest, however, only qualified candidates invited for an interview will be contacted. MCA reserves the right to retract, postpone, or revise employment opportunities at any time.

Submit application packages using one of the following methods (email preferred):

E-mail: jobs@akwesasne.ca

Mail: MCA Staffing Officer, PO Box 90, Akwesasne, Quebec H0M 1A0

Drop Off: 10 Akwesasne St, Administration Building #3, Akwesasne, Quebec H0M 1A0