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**Job Opportunities**

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**Competition # 0118-01**

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**DIRECTOR OF BATC EMPLOYMENT & TRAINING**  
**(1) Full-time position**

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**THE POSITION:** Under the direction of the BATC Executive Director and the BATC Employment & Training Board of Directors, this position is responsible for increasing job readiness and employability skills among BATC members with a goal of reducing dependency on Income Assistance.

**DUTIES AND RESPONSIBILITIES:** The Director will work with a team and is responsible for many varied functions:

- Including carrying out the mandate of the program and reporting to Board of Directors of BATC.
- Administration of the program by ensuring goals and objectives are met, budgets are within target and supervision of staff.
- Develop guiding policies and procedures of the program
- Develop strategic partnerships with First Nations, employers, training institutions and funding agents.
- Deliver services related to: career assessment, mentorship, job coaching, job searching, resume writing, interviewing techniques, work preparation, pre-employment training, and refer clients to appropriate training, employment matching, or employment opportunities.
- Ensures Employment & Training events meet the needs of the Tribal Council, are successfully organized within budget, and effectively promoted both on and off the reserve.
- Increase job readiness and employability skills among BATC Members.
- Develop partnership agreements among and between First Nation communities, employers and training providers that lead to improved employment and educational outcomes for First Nations.
- Research and identify the employment and training needs of industry by conducting labour market research and workforce surveys and recommend appropriate training to meet these workforce demands.
- Write and submit proposals to funding agencies pertaining to Employment and Training.
- Work as a team and provide technical support to the Board of Directors
- Presenting monthly and annual financial and written reports of the program to the Board of Directors and BATC Executive Council.

**QUALIFICATIONS:** The Director of Employment & Training must have education/training background comparable in Business and Human Resource Development; relative experience in Training, Human Resource Development, Industry Relations and Economic Development. Must be able to lead this type of project with minimum supervision. Familiar with computer software related to employment and training programs and must have excellent communication skills.

**Closing date: February 16, 2018 – Please quote competition # 0118 – 01**

Please submit resume with cover letter and copy of CPIC to:

Human Resources  
Battlefords Agency Tribal Chiefs  
971 – 104<sup>th</sup> Street  
North Battleford, Saskatchewan S9A 4B2

Phone: 306 – 446 – 1400  
Fax: 306 – 446 - 1308  
Email: [humanresources@batc.ca](mailto:humanresources@batc.ca)

**Only those candidates selected for an interview will be contacted**