

Corporate Division Membertou

Employment Opportunity

Job Title: Director of Employment, Training, Entrepreneurship & Supplier Development (1 Full Time)
Department: Corporate
Reports To: Chief Executive Officer

The Director of Employment, Training, Entrepreneurship and supplier development will provide strategic leadership in developing and implementing programs that enhance labour force connection, skill development, and entrepreneurial success for Membertou. This leadership role requires a deep understanding of labor market trends and their associated career pathways, entrepreneur support, business – supplier development, and community economic growth strategies that link community members to career and business opportunities.

Responsibilities:

- Develop, co-ordinate, and implement employment, training, and entrepreneurship programs aligned with Membertou's strategic vision.
- Lead workforce development initiatives to enhance job readiness and career advancement for Mi'kmaq individuals.
- Build and maintain partnerships with businesses, government agencies, educational institutions, and Indigenous organizations to foster job creation, training, and supplier opportunities.
- Oversee the design and delivery of vocational training, apprenticeship placements, and certification programs in collaboration with NSAA, NSCSC, and other partners.
- Support aspiring entrepreneurs by providing business support-development services, mentorship, guidance and support when seeking financial assistance.
- Monitor, evaluate, and report on program effectiveness to ensure continuous improvement and alignment with Membertou's mission.
- Secure funding and grants to support employment, training, and entrepreneurship initiatives.
- Advocate for policies that promote workforce diversity, inclusion, and Indigenous economic development.
- Lead and mentor a team of professionals to ensure the successful implementation of programs.
- Develop performance metrics and provide regular reports on program impact.
- Adhere to all Band policies and procedures;
- Maintain positive relationships with Membertou's Internal and External Customers, ensuring transactions or information received on behalf of the Band and/or its members are kept confidential;
- Maintain and improve Membertou's Quality Management System as it relates to job related duties and/or department;
- Other department related duties as requested by the Chief Executive Officer.

Qualifications & Experience:

- Bachelor's or Master's degree in Business Administration, Human Resources, Education, Workforce Development, Indigenous Studies, or a combination of education with specifically related work experience.
- Minimum of 10 years of experience in workforce development, vocational training, economic development, or entrepreneurship programs with demonstrable success.

- Proven leadership experience in designing, implementing, and managing employment and training programs.
- Strong knowledge of labor market trends, workforce strategies, and Indigenous business development.
- Excellent networking and relationship-building skills with Indigenous communities, businesses, and government stakeholders.
- Experience in securing and managing grants and funding sources.
- Strong analytical, problem-solving, and decision-making skills.
- Ability to manage multiple projects and budgets working effectively under pressure.
- Excellent communication, public speaking, and presentation skills.

Preferred Qualifications:

- Experience working with Indigenous communities and understanding Indigenous economic development models.
- Knowledge of government policies and funding related to employment and business development.
- Entrepreneurial background or experience supporting Indigenous-owned businesses.

Preference is given to Aboriginal peoples in accordance with the Aboriginal Employment Preferences of the Canadian Human Rights Commission.

To Apply: Submit your cover letter and résumé to:

Membertou Human Resources Department

Attention: Priya Murali Shyla

47 Autwen Ma'sl Awti

Membertou, NS BIS-2P5

Or via E-mail to: jobs@membertou.ca

DEADLINE FOR APPLICATIONS: Friday, May 2nd, 2025 at 4:30 PM AST.

Thank you for applying, however, only those selected for an interview will be contacted.

Membertou reserves the right to pause, extend or revoke this posting at any time without notice.