



***Come grow with us!***



### **Indigenous Recruitment and Retention Coordinator**

Manitoba Aerospace is seeking the talents of a motivated Indigenous person to fill the position of **Indigenous Recruitment and Retention Coordinator**. This is an essential role that requires an energetic and committed individual who will be working in partnership with the Centre for Aboriginal Human Resource Development (CAHRD) and Neeginan College. This position is responsible for recruitment and retention of Indigenous candidates for training programs that can lead to careers in the local aerospace/aviation industry. Manitoba Aerospace offers a good benefits package and a starting wage of between \$45,000 to \$53,000 (dependent on experience).

Manitoba Aerospace is a not-for-profit organization that works to meet the educational and training needs of Manitoba's aerospace industry. Manitoba Aerospace recognizes that the Indigenous community is under represented in our sector and we continue to partner with Indigenous organizations to help us address the demand for qualified workers for the aerospace industry. As a result, and acting for approximately 20 aerospace related companies, including Boeing Canada Technologies, Magellan Aerospace Ltd. and StandardAero, Manitoba Aerospace facilitates the provision of high-quality technical training programs for both existing employees and potential new employees.

#### **QUALIFICATIONS:**

- A Bachelor's degree in Education, Adult Education, or Social Work; certification in Human Resource Management, Life Skills Coaching, or a **relevant combination of education and experience** will be considered.
- Excellent written and oral communication skills are essential.
- A practical understanding of Microsoft Office is required.
- A current driver's license and access to a vehicle is required.
- Proof of government approved COVID-19 vaccination is required.
- While aerospace/aviation experience is an asset, it is **not a necessity**. On the job training can and will be provided to the right candidate.

#### **THE POSITION:**

Reporting to the Director of Special Programs @ Manitoba Aerospace and working in conjunction with the Director of Education and Training @ CAHRD, the Indigenous Recruitment and Retention Coordinator is responsible for the following:

- Development and implementation of recruitment strategies.
- Providing retention and support services to Indigenous trainees/employees. This includes regular visits to the training facility and/or workplace. A flexible schedule is required so you must be available to work occasional evenings and/or weekends.
- Providing personal and development supports to trainees to ensure successful program completion.
- Responding to the needs and requests from the companies involved with the Indigenous New Hires trainees/employees.
- Raising awareness of the aerospace industry among the Indigenous community and promoting an understanding of Indigenous issues among the aerospace industry.
- Keeping the Manitoba Aerospace staff aware of any relevant programs, events or developments within the Indigenous community.
- Working effectively in a cross-cultural setting to ensure that Indigenous employees/participants are treated fairly while ensuring industry standards are maintained.
- Representing the Indigenous community, Manitoba Aerospace, and the aerospace industry in a positive and professional manner.
- Other duties as assigned.

Please forward a **resume and cover letter** to the attention of Barb Bowen at [bbowen@mbaerospace.ca](mailto:bbowen@mbaerospace.ca) by Friday, October 1, 2021 at 4:00 p.m.