

## **Job Opportunity**

### **Executive Director**

### **Aboriginal Workforce Development of New Brunswick Inc.**

**Location: Fredericton, New Brunswick.**

Aboriginal Workforce Development of New Brunswick Inc. (AWDI) has been established to develop public-private partnerships that will provide Aboriginal people with the skills needed to participate in major developments such as energy, mining and natural resources. For 2009-2012, the corporation will focus on increasing Aboriginal employment in the energy, natural resource and allied sectors, including construction, manufacturing and environmental technology. The training-to-employment approach includes a range of programs such as basic skills, literacy, academic upgrading, job-specific training and apprenticeships, as well as retention counselling and other human resource programs.

#### **Position:**

Aboriginal Workforce Development of New Brunswick Inc. is seeking a dynamic leader to build an organization, and lead an executive management team that will increase training and employment opportunities for Aboriginal people in New Brunswick. Reporting to the Board of Directors, the Executive Director will lead all internal operations of Aboriginal Workforce Development of New Brunswick Inc. The Executive Director will work in partnership with the Joint Economic Development Initiative Inc. (JEDI), the Aboriginal Human Resource Development Agreement (AHRDA) holders and the First Nations and Business Liaison Group (FN&BLG). The Executive Director will be responsible for developing partnerships with industry and New Brunswick First Nation communities. The applicant should have a working knowledge of First Nation communities, culture, social concerns and language.

#### **Main Duties (but not limited to):**

- Engage the Board of Directors, the business community, service providers and partners in the development and support of the Aboriginal Workforce Development of New Brunswick Inc.;
- Effectively communicate the vision, goals and objectives of the corporation and create interest and excitement about the Aboriginal Workforce Development of New Brunswick Inc.;
- Develop, coordinate and manage a strategic plan, annual operating plan, business development plan, employment and training plan, communications plan, budgets and quarterly reports;
- Develop and lead a performance management system that measures and evaluates progress against goals and objectives for the corporation;
- Through productive partner relationships, proactively identify labour market, geographic and sectoral growth opportunities and priorities;
- Establish and coordinate a province-wide Aboriginal Workforce Development Committee consisting of industry, First Nations and Aboriginal communities, educational institutions, federal, provincial and municipal governments;

- Instil a human capital development and “coaching” culture within the corporation;
- Implement a merit-based and continuous improvement approach to human resources functions including: professional development, compensation and benefits, employee relations and recruitment.

### **Qualifications:**

- The successful candidate must possess a post-secondary degree in a related discipline (e.g., Human Resources, Public Administration or Business Administration) with a minimum of five years of demonstrated substantial experience in a management role or an equivalent combination of education, training and experience.
- The successful candidate must be able to demonstrate exceptional capacity in managing staff, leading a team, and using a performance management system.
- The successful candidate must demonstrate excellent communication skills, both oral and written, regarding the corporate vision, and serve as a champion who can motivate others to support the goals of the organization.
- The candidate must have strong interpersonal and leadership skills and the ability to effectively gain the respect and support of various stakeholders, including the Board of Directors, the private sector, community members and other potential supporters.
- The candidate must possess a broad experience in business functions and systems, including strategic development and planning, budgeting, business analysis, labour trend analysis, industry analysis, information systems and marketing.
- The candidate must be proficient with MS Office (Outlook, Word, PowerPoint, Excel), and have a working knowledge of business development, human resource and data management software.

Qualified applicants may be considered for upcoming positions within the organization. Inclusion on this list does not guarantee future employment with the organization.

Salary will be commensurate with skills and experience.

Interested candidates must forward resume, cover letter and three professional references by **June 5, 2009** to:

Attention: Tonya Levi  
Aboriginal Workforce Development of New Brunswick Inc.  
150 Cliffe Street Box 11  
Fredericton, N.B.  
E3A 0A1  
Fax: (506) 444-3387  
Email: [Tonya.Levi@gnb.ca](mailto:Tonya.Levi@gnb.ca)