



Workforce Development Advisor for Opiikapawiin Services LP

Company Background

Opiikapawiin Services LP (“Opiikapawiin”) was established by a partnership of 24 First Nations in Northwestern Ontario. The 24 First Nations partnership is also majority owner in Wataynikaneyap Power, a transmission company building 1800km of new transmission line to connect remote First Nations to the provincial grid. Opiikapawiin is primarily responsible for administering projects and programs for Wataynikaneyap Power relating to community engagement, community readiness, education & training, business readiness, stakeholder engagement, communications, and capacity building. Opiikapawiin will also support the First Nations partnership in the management of its investment in Wataynikaneyap Power, which includes raising equity for the First Nations interest in the transmission project.

Job Description

The Workforce Development Advisor is a 1-year contract position, who will report to the Indigenous Participation and Engagement Manager and work collaboratively within a team environment and performs a key role in facilitating meaningful participation. The position will be responsible for, but not limited to, assist with facilitation, coordination, and communication between the Participating First Nations, Tribal Council and other organization(s). The Workforce Development Advisor will also provide advice workforce planning, recruitment and workforce trends and projections.

The Workforce Development Advisor will represent Opiikapawiin Services in a professional manner at all times. The person in this role will work directly and collaboratively with the teams from Opiikapawiin Services.

Since Opiikapawiin Services is an organization that provides services in First Nations communities, the ideal applicant will possess a demonstrated knowledge of First Nations protocols, language, and culture.

Duties and Responsibilities

Key Responsibilities:

- Support the development of increasing community capacity related to the projects under Opiikapawiin Services.
- Support implementation of the Indigenous workforce development plan.
- Follow the Framework in the Indigenous Participation Guide.
- Determine the necessary educational qualifications or certifications for various roles within the project and assess the community's current educational attainment levels to identify gaps.
- Communicate qualification and skill requirements for various opportunities to communities in advance of work activities.
- Implement apprentice supports for participating First Nations members currently pursuing careers.
- Tracking and supporting participating First Nation members through onboarding onto the Wataynikaneyap projects and contractors.
- Participate in committees for recruitment and retention of participating First Nation members.
- Develop information materials for career paths for dissemination to participating First Nation members.
- Maintaining data and information on participating First Nation training and workforce information.
- Develop assessment tools and questionnaires on workforce skills gaps and needs for communities. Record and track employment trends to assess current and future workforce needs.
- Develop and execute the ID support for community members as required.
- Assist with training planning and developing pathways to employment strategies.

General responsibilities.

- Develops and implements a detailed work plan with time-based objectives and results that are concrete, specific and measurable.
- Assist in maintaining the Opiikapawiiin Services training participant database.
- Works productively and professionally as a member of the Opiikapawiiin's team and maintains co-operative working relationships with all Opiikapawiiin staff, partners, agencies and clients.
- Maintains the strictest of confidence with regards to Opiikapawiiin clients, their files or other dealings, and with all personnel and other confidential internal records and proceedings.
- Willing to acquire new skills and knowledge required to fulfill duties and responsibilities and sees learning and development as part of the job.
- Shows good judgment about when to take the initiative and when to obtain direction from their manager.
- Provide progress reporting to Indigenous Participation Manager and assist in developing progress reports.
- Assist other teams as required, sometimes required to move boxes up to 20 lbs.

Other Responsibilities May Include:

- Assisting the staff with various projects during periods of high activity.
- Transcribing other meeting notes and taking minutes, as needed.
- Supporting the development of engagement documentation and preparing reports for management.
- Duties will include moving and lifting up to 25 lbs boxes for events.

Qualifications**Education & Experience:**

- A post-secondary Diploma or Degree in Human Resources or related field with minimum 5 years' experience in Human Resources, Management or related roles.

Required Skills

- General computer skills and experience with Microsoft Office Suite including SharePoint and Teams.
- Strong attention to detail and data management skills, with experience using both online and desktop tools to support efficient workflow integration.
- Administrative and office management skills, including experience with filing systems and document control.
- Excellent written and verbal communication skills.
- Strong analytical skills for identifying and resolving problems effectively.
- Demonstrated discretion and the ability to handle sensitive and confidential information appropriately.
- Proven ability to work in a fast-paced, team-oriented environment.
- Accurate typing, copying, filing, and document retrieval skills with a focus on error-free execution.

Additional Assets and Experience

- Strong understanding of Indigenous cultures, protocols, and community dynamics in Northwestern Ontario.
- Knowledge of the economic, social, and political context of Northwestern Ontario, and/or experience working with remote or northern communities.
- Verbal communication skills in Indigenous languages spoken in Northwestern Ontario are not required but are considered a strong asset.
- Possession of a valid Class "G" driver's license.

Employment Type, Location, and Start Date

300 Anemki Place, Suite "C"
Fort William First Nation, Ontario

This position will work Monday to Friday within normal business hours.

Compensation

Negotiable, based on education & experience.

Application & Deadline

Applications shall include a resume, cover letter, and attached references including the most recent employer and at least two others. Applications will be accepted until April 1, 2026.

Applications must be directed by email to:

Opiikapawiin Services LP

Attn: Lucie Edwards – Chief Executive Officer

l.edwards@oslp.ca

Subject: OSLP job application

Applicants may be required to submit a criminal background check.

More information on Opiikapawiin Services LP can be found at www.oslp.ca. We wish to thank in advance all those who submit applications. **ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED** and only the successful candidate will be notified.