



Employment Opportunity

Position: Recruitment Coordinator

Location: Kenora Campus

Start Date: As soon as possible

Deadline: Ongoing until filled

Duration: Full-Time Permanent

Wage: \$32.69/hr to \$39.95/hr based on a 35-hour work week. Vacation Leave, competitive benefits package and registered pension plan included.

How to apply: Please send a cover letter, resume, and three employment-related references (one of which must be from a current/recent supervisor) via one of the following: **Email is preferred.**



Email:

Attn: Human Resources Department
human.resources@7generations.org



Mail:

Attn: Personnel Committee
Seven Generations Education Institute
1452 Idylwild Drive, PO Box 297
Fort Frances, ON, P9A 3M6



Fax:

Attn: Personnel Committee
(807) 274-8761

Please direct any questions regarding this opportunity to Angela Mainville, Director of Post-Secondary Education, at angelam@7generations.org

We would like to thank everyone for their application, but only those individuals selected for an interview will be contacted. Accommodation in the recruitment process is available upon request by contacting Human Resources.

Applicants who are members of one of the ten governing communities of SGEI are asked to identify this in their application.



Recruitment Coordinator

Job Description

General description

The Recruitment Coordinator is responsible for planning and delivering learner-focused recruitment activities that promote Seven Generations Education Institute (SGEI) programs across the Treaty #3 area and Northwestern Ontario. The role builds respectful relationships with Anishinaabe and other Indigenous communities, schools, and partner organizations to encourage participation in education and training.

The Recruitment Coordinator represents SGEI at career fairs, trade shows, and information sessions by sharing clear program information, distributing printed and digital materials, providing access to online applications, and assisting prospective learners through the application process. The role involves travel and coordination with SGEI staff participating in recruitment events.

Under the direction of their supervisor, the coordinator helps maintain a shared recruitment events calendar, assists with scheduling staff attendance, supports learner-recruitment events on campus and in communities, and maintains a mobile recruitment kit with materials and tools needed for offsite engagement.

Qualifications and skills requirements

1. Completion of post-secondary education in Communications, Marketing, Social Sciences, or a related field; equivalent experience will be considered.
2. Minimum of two (2) years of experience in recruitment, outreach, education, community engagement, or a related role.
3. Strong presentation, public speaking, and relationship-building skills with diverse audiences.
4. Proficiency with Microsoft 365, including Word, Excel, Outlook, and Teams.
5. Experience working with equity-deserving learners, including Indigenous learners, first-generation students, mature learners, and learners from rural or remote communities.
6. Understanding of accessibility needs and varying abilities, and the ability to apply inclusive and equitable practices throughout the recruitment process.
7. Experience planning and supporting in-person and virtual events, including information sessions and community presentations.
8. Excellent written and verbal communication skills, with strong organization and attention to detail.
9. Demonstrated understanding of cultural influences and social and health issues affecting students and adult learners in the Treaty #3 area.
10. Knowledge and understanding of Indigenous culture, particularly Anishinaabe culture, is preferred.



11. Ability to speak Anishinaabemowin is an asset but not required.
12. Reliable transportation and willingness to travel throughout the Treaty 3 area.

Supervisor: Community Outreach and Engagement Coordinator

Job duties/responsibilities

1. Plan and deliver learner-focused recruitment activities including information sessions, school visits, community presentations, open houses, and virtual events.
2. Represent SGEI at secondary schools, adult learning centres, education and career fairs in Northwestern Ontario and the Winnipeg area.
3. Serve as a primary point of contact for prospective learners by responding to phone, email, and walk-in inquiries and providing guidance through the application process.
4. Actively recruit learners for SGEI programs, including secondary, post-secondary, and training programs, in collaboration with Admissions and program staff.
5. Build and maintain positive working relationships with First Nations Education Counsellors, schools, and community partners.
6. Work closely with the Admissions team, Secondary Teachers, and other program areas to ensure recruitment messaging reflects current offerings and intake requirements.
7. Coordinate with internal staff to support attendance and participation at recruitment events.
8. Share clear and accurate program information, including start dates, program expectations, and available supports.
9. Track recruitment activities and outcomes and prepare reports as required by the supervisor.
10. Support Admissions with learner onboarding activities when required.
11. Assist with the distribution and upkeep of recruitment materials and promotional items.
12. Maintain positive communication with education staff, learners, and communities.
13. Participate in meetings and team activities as required.
14. Work collaboratively with staff to support the goals and objectives of Seven Generations Education Institute.

Relationships

Internal

1. Work collaboratively with staff across SGEI, including the Post-Secondary team and Admissions, to support recruitment and program activities.
2. Communicate effectively with Program Coordinators and internal staff to share information and support coordinated efforts.
3. Provide updates and reports to the supervisor as required.

External



1. Liaise with staff from partner post-secondary institutions and social service agencies within the Treaty #3 area to support recruitment and learner referrals.
2. Build and maintain positive working relationships with Treaty 3 Secondary schools, adult learning centres, and other agencies that support positive learning outcomes for secondary and adult learners.

Working conditions

1. Normally a seven (7) hour workday, with occasional requirement for overtime.
2. Work requires limited attachment to a workstation with intermittent opportunity to change body positions.
3. Works occasionally in outdoor environments under all conditions
4. Work requires continuous concentration to detail, for a moderate period of time on a daily basis.
5. Work involves fine movements, with a requirement for speed and accuracy.
6. Job requires frequent travel away from the office in a variety of weather conditions, with occasional exposure to travel hazards.
7. On rare occasions may be exposed to behaviourally difficult students or members of the public.
8. Occasional lifting of up to 10 lbs required.

Conditions of Employment

1. Must provide a satisfactory Criminal Reference Check with a Vulnerable Sector Screening
2. Must possess valid Class 'G' Driver's license and have access to reliable transportation