

Long Lake #58 First Nation

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EMPLOYMENT OPPORTUNITY

Long Lake #58 First Nation (LL58FN) community is located along the north shore of Long Lake along Highway 11 and approximately 300 kilometers northeast of Thunder Bay, ON. LL58FN is a member of the Anishinabek Nation and the Matawa First Nation Management Group. It has a large membership with the majority residing in the community and in Thunder Bay, ON.

CHOOSE LIFE PROGRAM LEAD

The Choose Life Program Lead is responsible for supporting the planning, coordination, and delivery of Choose Life programming for Long Lake #58 First Nation. The Choose Life Program Lead provides day-to-day leadership, administrative support, staff support, and program coordination to ensure culturally relevant, trauma-informed, and youth-focused activities are delivered in a safe and respectful manner. The Choose Life Program Lead also supports youth wellness, cultural connection, suicide prevention, community engagement, and program reporting initiatives.

Duties and Responsibilities

- Coordinate day-to-day operations of the Choose Life Program and support effective service delivery.
- Assist with the development of work plans, program calendars, schedules, activity plans, and reporting tools.
- Coordinate land-based, cultural, recreational, wellness, and prevention programming for youth and families.
- Ensure program activities are culturally appropriate, trauma-informed, strengths-based, and aligned with community priorities.
- Provide day-to-day support, guidance, and mentorship to Choose Life Workers and other program staff, as assigned.
- Assist in assigning tasks, coordinating schedules, and ensuring appropriate program coverage.
- Encourage teamwork, respectful communication, and a supportive working environment.
- Identify operational concerns and bring forward recommendations to the Choose Life Program Manager.
- Work with Elders, Knowledge Keepers, youth, families, and community members to integrate traditional teachings, culture, and healing practices into programming.

- Collaborate with schools, health services, internal departments, and regional service providers to strengthen supports for youth.
- Support community awareness initiatives related to youth wellness, suicide prevention, healthy relationships, and cultural connection.
- Maintain program records, attendance logs, participant feedback, statistics, and other required documentation.
- Prepare or assist with reports, budget tracking, purchase requests, travel arrangements, and administrative processes.
- Ensure a healthy and safe working environment for all staff, program participants, vendors, and visitors.

Accountability

The Choose Life Program Lead is accountable to, and is under the day-to-day supervision of, the Choose Life Program Manager.

Education and Skill Requirements

Education and Experience

- Post-secondary education in Social Work, Child and Youth Care, Indigenous Studies, Psychology, Health, Recreation, Community Development, or a related field; an equivalent combination of education and relevant experience may be considered.
- 3+ years related experience in program coordination, youth programming, community wellness, social services, or a related area.
- Experience supporting or supervising staff is considered an asset.
- Experience with funder reporting, program documentation, budgets, and community program planning is considered an asset.
- Experience working in a First Nation organization, remote community, or northern community setting is an asset.
- Must have a valid Ontario driver's licence and reliable access to a vehicle, or the ability to travel as required.
- Current First Aid/CPR certification, or willingness to obtain.
- Clear Vulnerable Sector Check required.

Desirable Skills

- Excellent interpersonal and relationship building skills to foster respectful and effective working relationships with youth, families, Elders, Knowledge Keepers, staff, community members, management, and partners.
- Strong leadership, mentoring, organizational, time management, and multi-tasking skills.
- Ability to maintain confidentiality and exercise sound judgment in handling sensitive matters.

- Ability to take initiative and work independently while also contributing as a member of the program team.
- Excellent verbal, written, facilitation, presentation, and record-keeping skills.
- Knowledge of youth wellness, suicide prevention, trauma-informed care, cultural safety, confidentiality, and duty to report.
- Ability to plan, coordinate, and facilitate programs, events, workshops, and land-based activities.
- Ability to openly assume additional responsibilities that may arise from the community administration, the Choose Life Program, and/or Chief and Council.

Location: Long Lake #58 First Nation

Please call (807) 707-3094 for further information. Interested applicants are encouraged to submit a cover letter, resume and references to: careers@longlake58fn.ca.

OPEN UNTIL FILLED