

# 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.

### BUSINESS DEVELOPMENT OFFICER

The Business Development Officer is responsible for supporting the operation of the Economic Development Department. The Business Development Officer provides support to community members and businesses to enhance current business operations and support entrepreneurial endeavours. The Business Development Officer provides support in a variety of administrative areas (business planning, management, marketing, operations and finance).

#### Duties and Responsibilities

- Provides support/coordination to business development programs and initiatives.
- Support local businesses to develop strategies to attract venture capital.
- Provide consultation on planning and starting of new businesses.
- Provide business-specific support.
- Review and report on current trends, opportunities and challenges affecting business opportunities and operations.
- Keep up to date on business best-practices and provide recommendations to enhance current practices.
- Prepare reports, correspondence, program materials or other written documents.
- Develop and maintain relationships with potential partners, communities, and other First Nations.
- Deliver presentations to businesses, developers, industry associations, etc.
- Assist with the development, maintenance, and distribution of Economic/Business Development materials.
- All other duties, as assigned.

#### Accountability

The Business Development Officer is accountable to, and is under the day-to-day supervision of, the Lands and Economic Development Manager.

## Education and Skill Requirements

### *Education and Experience*

- Business administration/management diploma.
- At least 2 years related work experience.
- Experience working in a First Nation Organization.
- Previous experience in economic development, business administration, marketing or public relations is an asset.

### *Mandatory Requirements*

- Must have a valid driver's license and access to reliable transportation.

### *Desirable Skills*

- Excellent interpersonal and relationship building skills to foster relationships with potential business partners, community members and Chief & Council.
- Exceptional time management and multi-tasking skills.
- Ability to take initiative and a willingness to learn.
- Ability to work independently and as a leader of the Economic Development Department.
- Excellent verbal, written, presentation and record-keeping skills.
- Ability to openly assume additional responsibilities that may arise from the community administration and/or the Chief & Council.

Location: Long Lake #58 First Nation

**Interested applicants are encouraged to submit a cover letter, resume and references to: [careers@longlake58fn.ca](mailto:careers@longlake58fn.ca).**

**DEADLINE FOR APPLICATIONS IS 4:00PM, FRIDAY AUGUST 17, 2024**