

Long Lake #58 First Nation

209 Otter Street
P.O. Box 609
Longlac, Ontario
P0T 2A0



Tel: (807) 876-2292
Fax: (807) 876-2757

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.

SKILLS DEVELOPMENT FUND (SDF) PROJECT COORDINATOR

The SDF Program provides funding to reduce attrition and provide support services to improve Long Lake #58 First Nation's (LL58FN) student success. The program supports the coordination of a comprehensive system of early identification of "at risk" students, while providing ongoing support and mentoring in the areas of academic success, professionalism, and accountability.

The SDF Project Coordinator is responsible for managing the resources necessary to assist students in successfully completing their training plan and eliminating barriers, while obtaining necessary accredited training program participation for full time employment opportunities. The SDF Project Coordinator assists with the effective monitoring, support, and follow-up of students throughout the Skills Development Program.

Duties and Responsibilities

SDF Program Administration

- Manage the design and setup of informational workshops for students.
- Coordinate orientation information packages and sessions for new students.
- Meet students to conduct a skills assessment and create an individualized training plan for each student.
- Provide ongoing support and monitoring of student progress, partner with students and service providers when students are determined to be "at risk" and set goals toward achieving success.
- Participate in meetings and collaborate with other staff to achieve the objectives of the work plan.
- Organize job fairs and other student activities.
- Monitor student attendance.
- Seek ways to improve program performance and student success.

Staff Supervision and Department Management

- Plan, organize, direct, control and evaluate the operation of the SDF Department.
- Prepare reports, briefing notes, correspondence, and updates for Chief and Council, Senior Management, stakeholders, or other third parties.
- Plan, administer and control budgets for contracts, vendors, and other financial stakeholders.
- Ensure efficient financial management through budgeting, financial reporting, and department cost forecasting.
- Ensure a healthy and safe working environment for all staff, vendors, and visitors.
- All other related duties, as assigned.

Accountability

The SDF Coordinator 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

- College diploma, certificate, or university degree in a related field.
- Experience in all aspects of staff and financial management.
- Experience working in a First Nation Organization.

Desirable Skills

- Demonstrated knowledge of the LL58FN Community, careers and SDF program objectives.
- Desire to work with students and assist them to reach their career goals and objectives.
- Excellent interpersonal and relationship building skills to foster relationships with students, community members, program partners 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 part of a team.
- Excellent verbal, written, presentation and record-keeping skills.
- Ability to make appropriate and effective decisions.
- Ability to openly assume additional responsibilities that may arise from the community administration and/or the Chief & 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.

DEADLINE FOR APPLICATIONS IS 4:00PM, FRIDAY JUNE 3, 2022