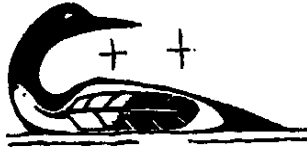


# Long Lake #58 First Nation

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



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

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## **Lands Administration Assistant – Long Lake #58 First Nation**

**Location:** Long Lake #58 First Nation, Ontario

**Employment Type:** Full-time

### **Position Overview:**

The Lands Administration Assistant will provide essential administrative support to the Lands Department, ensuring efficient management of land-related matters within Long Lake #58 First Nation. This role involves processing permits, maintaining records, assisting with community engagement, and ensuring compliance with relevant policies and regulations.

### **Key Responsibilities:**

- **Permit Issuance & Processing:**
  - Coordinate the issuance of permits for land use, resource extraction, and development projects.
  - Review applications for completeness and compliance with regulations.
  - Maintain a tracking system for issued permits and renewals.
  - Communicate permit requirements to applicants and stakeholders.
- **Administrative Support:**
  - Maintain and organize land-related records, agreements, and documentation.
  - Prepare reports, correspondence, and presentations for the Lands Department.
  - Assist in scheduling meetings, workshops, and community engagement sessions.
  - Process invoices, purchase orders, and financial documentation related to land management.
- **Community Engagement & Liaison:**
  - Respond to inquiries from community members regarding land use policies and procedures.
  - Support public consultations and information sessions on land-related matters.
  - Work closely with leadership, government agencies, and stakeholders to facilitate land management initiatives.
- **Regulatory Compliance & Policy Support:**

- Ensure compliance with federal, provincial, and First Nation land management policies.
- Assist in drafting and updating land management policies and procedures.
- Conduct research on land governance, environmental regulations, and best practices.

**Qualifications & Skills:**

- High school diploma or equivalent; post-secondary education in administration, land management, or a related field is an asset.
- Experience in office administration, preferably within a First Nation organization.
- Strong organizational and communication skills, with attention to detail.
- Knowledge of Indigenous land rights, policies, and governance is an asset.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and database management.
- Ability to work independently and collaboratively in a team environment.
- Strong problem-solving skills and ability to handle sensitive information with discretion.

**How to Apply:**

Interested candidates should submit a resume and cover letter to Long Lake #58 First Nation. Please submit to [Careers@longlake58fn.ca](mailto:Careers@longlake58fn.ca)