

Long Lake #58 First Nation

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SKILLS DEVELOPMENT FUND (SDF) PROJECT LIAISON

The SDF Program provides funding to support services to improve Long Lake #58 First Nation's 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 Liaison is responsible for supporting and assisting 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 Liaison assists with the effective monitoring, support and follow-up of students throughout the Skills Development Program and the strategic planning and project management of the SDF Program.

Duties and Responsibilities

- Support and assist with 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 and 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.
- Assist with the organization of job fairs and other student activities.
- Monitor student attendance.
- Provide general support to the SDF Coordinator.
- Assist with special projects, as assigned.
- All other duties as required.

Accountability

The SDF Project Liaison is accountable to, and is under the day-to-day supervision of, the SDF Coordinator.

Education and Skill Requirements

Education and Experience

- Grade 12 diploma or equivalent.
- College diploma, certificate, or university degree in a related field is an asset.

Desirable Skills

- 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 JULY 15, 2022