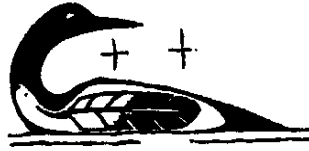


Long Lake #58 First Nation

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



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

Long Lake #58 First Nation community is located north of the Lake Superior 300 kilometers North East of Thunder Bay and 2 kilometers west of the Town Longlac off the TransCanada Highway #11 on the north Shore of Long Lake. Our total membership is approximately 1600 with 450 members residing in the community. The remainder of the membership resides outside the community across Canada with a majority of the members residing in Thunder Bay.

We are an Ojibway speaking First Nation and a member of the Anishinabek Nation and also a member of the Matawa First Nation Management Group.

Long Lake #58 First Nation is actively involved in the management of their Traditional Lands and its resources while protecting the natural environment and our traditional values and cultural uses. Long Lake #58 First Nation is currently working with Greenstone Gold Mines who is proposing to initiate the development of a gold mine known as the "Hardrock Project" within the Home Lands of Long Lake #58 First Nation. Long Lake #58 First Nation and Greenstone Gold Mines entered into a Definitive Agreement in the summer of 2018 ("Agreement").

Band Manager

Long Lake #58 First Nation is seeking an experienced business professional to fill our Band Manager's position within our Band Administration department. Reporting to the Chief and Council, the successful candidate will be required to ensure efficient and effective operations including all management in the key responsibility areas of finance, administration, personnel and communications. This position will be based in at the Long Lake #58 First Nation's Band Office in Longlac, Ontario

The Band Manager will perform the following duties on a daily basis:

Administration:

- Supervision of Managers ensuring that the daily operation of government departments and services run smoothly and efficiently.
- Meeting monthly with Program Managers to review program activities, progress, priorities, budgets, and any other item of concern.
- Directly supervising the Band's Administrative Services and ensuring that an efficient filing, financial, and employment records system is maintained.
- Implementation of Band Council policies, decisions, and regulations.
- Conducting correspondence, and completion of reports, etc. arising from the decisions made by the Council, or as instructed by the Council.
- Advising the work of Council Committees and assisting them in obtaining relevant information when requested.
- Providing annual employee evaluation for the Administration Services staff and for senior staff positions in other departments; assists with other employee evaluations when requested.

- Work with program managers to establish priorities on an annual basis.
- Ensure annual and/or quarterly workplans and reporting requirements are handed in by managers on a timely manner
- Ensure all policies and procedures are current, relevant and implemented accordingly.
- Handling of crisis matters which arise on a day-to-day basis and pass on relevant information to the appropriate Band manager or Council member.
- Complete a comprehensive strategic plan every five years and reviewed annually (coinciding with annual workplans and priorities).
- Ensure all LL#58FN team members perform job duties in accordance with approved job descriptions, program requirements, approved workplans, funding agreements, and LL#58FN policies and procedures to be followed up by departmental Managers.
- Ensure the finance manager and department have an effective financial management system maintained and in accordance with applicable contractual obligations and regulations.

Adviser to Band Council:

- Provides Council and Committees with background information on issues before them for sound and informed decision making.
- Attends Council meetings, except in camera meetings; attends committee meetings as requested.
- Provides Council with monthly and annual reports on programs and operations.
- Along with the Financial Manager provides Council with detailed monthly and quarterly financial statements, including complete financial reports with variance analysis to budget with a breakdown per program.
- Work with Chief and Council to establish priorities on an annual basis.
- Apprise Chief and Council on a timely manner of areas that increase risk and liability.
- Seeks alternate sources of funding, and upon Council direction, submits proposals to funding sources.
- Maintain, through the use of band secretary, a system of minute taking for Chief and Council while developing record keeping provisions as per the Operations Manual, i.e. resolutions.

Knowledge and Skills:

- Grade 12 or equivalent
- A degree, or diploma in Business or Office Administration or equivalent combination of experience and education
- Significant and proven leadership skills developed through at least 5 years in a senior management role, preferably in band management and administration; or an equivalent combination of skill, knowledge and experience. Previous experience as a Band Manager is strongly preferred.
- Considerable experience working with a Band Council and/or Board of Directors.
- Proven ability to build effective relationships with external stakeholders and collaborative ventures with diverse constituents;
- Demonstrated success in overseeing organizational finances and budgets.
- Excellent leadership skills, including the ability to motivate managers and staff and the ability to inspire confidence in Councillors, staff, and Band members.
- Excellent communication skills, both oral and written.
- Some experience negotiating agreements.

- Excellent Communication and presentation skills.
- Ability to maintain strict confidentiality.
- Knowledge and experience of similar program delivery in the context of First Nations culture and history.

To apply: Applicants are asked to submit a cover letter, resume, three references and a police criminal record check, by email or hand deliver in person to:

Ted Muise

Human Resources Manager

Long Lake #58 First Nation

P. O. Box 609, Longlac, ON P0T 2A0

Email: ted.muise@longlake58fn.ca

Deadline: January 29th, 2021 (at 12:00 noon)

We thank all candidates who apply, however, only those selected for an interview will be contacted.