

Long Lake #58 First Nation

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



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

Business Analyst and Opportunities Coordinator – Job Posting 3 Year Contract

Long Lake #58 First Nation (LL#58FN) is seeking an experienced professional to fill the role of **Business Analyst and Opportunities Coordinator**. Reporting directly to the Economic Development Manager, the **Business Analyst and Opportunities Coordinator's role** is to support the LL#58FN Business Opportunities team members and indirectly, the work of the LL#58FN Greenstone Gold Mine (GGM) Business Opportunities Working Group (BOWG).

Duties and Responsibilities:

- Collaborate with the LL#58FN team members of the BOWG by gathering data, conducting research and producing other information as required.
- Conduct a high-level assessment of each LL#58FN business (in conjunction with assistance from the Implementation Coordinator-when required) to determine the business operating status, capacity, experience and other pertinent details.
- Provide information on LL#58FN businesses to the Implementation Committee on an as needed basis.
- Determine what opportunity gaps exist in relation to LL#58 community owned and LL#58 member owned businesses and establish a plan with the LL#58FN BOWG team members to identify how those gaps can be addressed or taken advantage of.
- Assess the current status of three projects:
 - Bulk fuel supply and delivery opportunity
 - Temporary work-camp opportunity
 - An aggregate project.
- Provide entrepreneurial support in other related activities around the Business Opportunities as required.
- Provide management, leadership, and financial advisory mentorship to the LL#58FN team members involved in the three opportunities as directed by Implementation Committee.
- Liaise with the Nishnawbe Aski Development Fund ("NADF" www.nadf.org) and other similar organizations to determine what specific business support programs and financing programs that are available to existing LL#58FN businesses and prospective entrepreneurs.
- Liaise and partnership with members, the Lands Committee, Chief and Council, and other bodies

Qualifications/Skills/Must Haves:

- Master of Business Management (MBA)
- Experience with business management or closely related experience.
- At a minimum, 5 – 10 years Experience in Business Development.
- Experience in identifying funding and financing sources for businesses and individuals.
- Related experience working with Indigenous communities is an asset.
- Proven interest and/or experience in the mining industry and/or experience in construction projects are considered an asset.
- Knowledge of First Nations issues and engagement experience are considered an asset.
- Organizational skills and ability to prioritize effectively.
- Ability to manage several responsibilities simultaneously.
- Strong initiative and willingness to learn.
- Strong interpersonal skills to liaise with community members and other working groups.
- Able to define business requirements and reporting them back to Implementation Committee and First Nation businesses as required.

- Ability to proactively identify and serve the communication needs of the Long Lake #58 First Nation and the Membership.

To Apply: Applicants must submit a cover letter, resume, three references and an updated police criminal record check (or if in process, proof of receipt is required), by email or hand deliver in person to:

Jonna Zechner

Human Resources

Long Lake #58 First Nation

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

Email: careers@longlake58fn.ca

Deadline: Friday July 2nd 2021 @ 12:00 pm

We thank all candidates who apply; however, only those selected for an interview will be contacted. Incomplete applications, without all the required documents will not be considered for this position.

Detailed job description upon request