

Long Lake #58 First Nation

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



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

Implementation Coordinator Intern - Job Description 3 Year Contract

Position Summary:

Long Lake #58 First Nation (LL#58FN) is seeking an experienced professional to fill the role of Implementation Coordinator Intern. Reporting directly to the Implementation Coordinator, the Implementation Coordinator Intern is responsible for supporting the Implementation Coordinator in overseeing the environmental, employment and training and business opportunities activities

Duties and Responsibilities:

- Assist and Support in the Lead role in the implementation of Long Lake # 58 First Nation and Greenstone Gold Mines Long Term Relationship Agreement;
- Assist Implementation Coordinator Long Lake # 58 First Nation leadership in the creation of new businesses and joint venture partnerships;
- Assist in research and compilation of pertinent data to establish community training needs profile
- Ensure strategic thinking and understanding of critical issues related to projects implementation;
- Contribute to the community 's economic development plan;
- Promote the active participation of Long Lake # 58 First Nation members in all phases of the Project, through relevant programs and policies;
- Facilitate open communication between Long Lake # 58 First Nation and Greenstone Gold Mines as required;
- Provide support to Implementation Coordinator, Long Lake # 58 First Nation in developing training, business and opportunities for the community;
- Assist and continuously seek ways to streamline and improve processes
- Assist and Support in managing, coordinating and ensuring success of multiple projects setting up businesses related to Long Lake # 58 First Nation and Greenstone Gold Mines Implementation Committee;
- Provide updates to Implementation Committee and interact with other joint sub - committees as necessary
- Liaise and partnership with members, the Lands Committee, Chief and Council, and other bodies

Qualifications/Skills/Must Haves:

- Grade 12 or college certification or equivalent.
- 1 year of more of related experience in a similar position
- Interest in working with indigenous communities a strong asset.
- Interest and/or Experience in the mining industry and/or experience in construction projects are an asset.
- Positive attitude.
- Have experience using Microsoft Word and Excel.
- Hires reserved for Long Lake #58 First Nation member.
- Ability to build trust and working relationships through respect and integrity, open communication, teamwork and relationship management;

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