

# Long Lake #58 First Nation

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



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## Skills Development Fund Project Manager – Job Posting

Long Lake #58 First Nation requires the services of a professional out of the box thinker as Project Manager for its Skills Development Fund (SDF) Training Program in Longlac, ON. The SDF Project Manager reports directly to Chief and Council in the absence of the Director of Operations.

### Duties and Responsibilities:

- Recruiting and selection of program participants on behalf of LL#58FN and its membership
- Promoting the SDF Program and appropriate community engagement
- Program participation and selection criteria
- Procedures and processes to meet the requirements of the contribution agreement, Chief and Council, program participants and program partners – including service provider reporting requirements
- Stakeholder Relations – to ensure all stakeholders are kept up-to-date on the program and have an opportunity to provide input
- Identifying barriers, determining options, and recommending solutions to remove barriers for program candidates
- Effective case and client management systems
- Program evaluation, modification and reporting
- Identify stakeholders, determine their issues and concerns
- Develop and maintain relationships with key stakeholders, including program participants, community members, employment coordinators, LL#58FN staff, Industry and HR representatives
- Represent LL#58FN on the Training and Development Committee and the Internal Implementation Committee
- Maintain regular contact with funders, funding contract managers
- Other duties as required

### Qualifications/Skills/Must Haves:

- Grade 12 Diploma
- Business Administration Degree or Masters of Business Administration with 5 years of experience is preferred.
- Ability to think strategically
- Ability to work independently, with little supervision
- Ability to self direct and self manage
- Computer use and knowledge – MS Word, Excel, PowerPoint, and Outlook also Zoom
- Relationship and team building
- Have knowledge of Indigenous Culture and youth to adult learner needs
- Knowledge of regional labour market conditions and challenges
- Knowledge of employability assessments, client case management, career path planning, and counseling
- Knowledge of Provincial and Federal training and employment programs
- Knowledge of financial processes and procedures
- Knowledge of LL#58FN policies and procedures, signing authority levels, including conflict of interest guidelines
- Knowledge of Freedom of Information and Protection of Privacy Legislation
- Knowledge of regional training and employment resources

### Working Conditions:

### Working Environment:

- This position's responsibilities may extend beyond regular business hours to which preference is to be given to the student requiring support to succeed. Position may be stressful at times.

**Knowledge of Long Lake #58 First Nation:**

- This position requires knowledge of the Long Lake 58 First Nation, their traditions, social structure, governance structure and community support departments.

**Compensation:**

- This position is expected to be full-time up to and including March 31, 2022 and includes full-time benefits. Based on experience, the starting annual salary range is \$75,000 to \$85,000 per year.

**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](mailto:careers@longlake58fn.ca)

**Deadline:** Friday July 30<sup>th</sup> 2021

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.