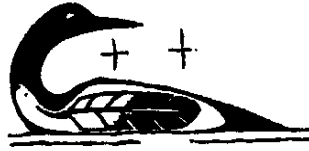


Long Lake #58 First Nation

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



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

Student Project Liaison – (Full Time)

Long Lake #58 First Nation (LL#58FN) is seeking two (2) professionals out of the box thinkers as Project Liaisons for its Skills Development Fund (SDF) Training Program. The goal of this position is to identify the resources necessary to assist LL58FN students in successfully completing their training plan, eliminating barriers while obtaining all the necessary accredited training program participation for full time employment opportunities at the Greenstone Gold Mine.

Duties and Responsibilities:

- Coordinate and present at informational workshops for students, helping to organize New Student Orientation and presenting to new students on the Student Success program.
- Meet with all new students, conduct a skills assessment, and create an individualized student training plan for each student to increase student success.
- Provide on-going monitoring of student progress and partner with students who are at-risk and LL#58FN Services Providers to set goals that help the students overcome challenges.
- Participate in meetings and collaborate with other staff to achieve the objectives of the work plan.
- Help organize job fairs and other activities as needed.
- To assist LL#58 students with the removal of barriers and resolution of on-going issues during training and employment.
- Monitor student attendance
- Other duties as required

Qualifications/Skills/Must Haves:

- Grade 12 Diploma or equivalent
- Business or Office Administrative Coordination is preferred (1-2 years).
- Demonstrated knowledge of the LL#58 community, careers and Skill Development Fund program objectives.
- Ability to support students in developing training plans and ability to advise students about maximizing career opportunities.
- Ability to utilize knowledge of trends and best practices for working with LL#58FN students.
- Ability to work independently with minimal direction as well as work effectively with a variety of LL#58FN community departments and educational institutions.
- Effectively coordinate and prioritize multiple, concurrent project tasks.
- Strong time management and organizational skills.
- Demonstrate strong oral and written communication skills.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, sexual orientation, disability and social backgrounds of students.
- Must be non-judgemental.
- Must be a problem-solver.
- Must be a team-player.

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 \$50,000 to \$60,000 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

Deadline: Friday July 30th 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.