



Métis Nation of Alberta

A strong Métis Nation embracing Métis rights

(780) 455-2200 | 1-800-252-7553 | albertametis.com | mna@metis.org
11738 Kingsway NW | 100 Delia Gray Building | Edmonton, AB | T5G 0X5

Early Years Coordinator

Location: Métis Nation of Alberta Provincial Office, 11738 Kingsway NW, Edmonton, AB

Closing Date: Until Suitable Candidate Found

Position Status: Permanent, Full time (40 hours/week)

The Organization

Since its inception in 1928, the Métis Nation of Alberta (MNA) has governed the Métis within Alberta. The MNA is led by a democratically elected Provincial Council, comprised of a Provincial President, a Vice-President, and six regional Presidents and Vice-Presidents. This Council works toward the mandate of the MNA, supporting practices of transparency, accountability, and inclusiveness for Métis Albertans in governments' policy and decision-making processes. The MNA promotes and facilitates the advancement of Métis people through self-reliance, self-determination, and self-management. For more information about the MNA, visit <http://www.albertametis.com>.

The Opportunity

The Métis Nation of Alberta (MNA) is recruiting for a full time Early Years Coordinator that will support the development and implementation of the MNA's Early Years Programs. Reporting to the Early Years Manager, the position will be responsible for developing and implementing Early Years programming that acknowledges and supports the unique experiences, culture, and history of Métis Albertans. This includes the development and implementation of inclusive family community events and other initiatives identified through community engagements and best practices. The successful applicant will have experience with development, implementation, and evaluation of programs, event and engagement planning, strong writing and interpersonal skills, a passion for early learning and literacy, and a desire to improve early learning outcomes for Métis Albertans.

Key Responsibilities

- Collaborate with the Early Years Manager to develop and expand Early Learning Programming, ensuring that programming and services are delivered according to projected timelines and adhere to best-practices and values of the MNA.
- Assist and coordinate an MNA Early Years communication plan in collaboration with MNA's Communications department.
- Responsible for developing and maintaining program documents including, but not limited to, program templates, processes, and other resources that guide programs.
- Support the dissemination of program and initiative outputs through reports and other knowledge translation products for Métis community and other stakeholders.
- Foster and maintain critical and collaborative partnerships with both internal and external stakeholders.

- Ensure deliverables, reporting, and deadlines are met.
- Support in the development, planning, organizing, and implementation of provincial family events.
- Collaborate with the Early Years Manager to develop proposals and identify funding opportunities for community supports and pilot initiatives.
- Assists with planning and implementation of community engagements, as required.
- Support other MNA Children's Services initiatives and other duties as required.

Skills & Competencies

The Early Years Coordinator position requires a motivated and organized individual who enjoys being part of a diverse team and has a passion for Métis children and families. This position requires the Early Years Coordinator to have excellent interpersonal communication skills, attention to detail, and problem-solving abilities to develop and maintain programs effectively.

- An in-depth understanding of the Métis Nation of Alberta and Métis culture.
- Experience with program development and implementation.
- Experience creating and implementing events and community engagements.
- Experience with report writing and grant proposals an asset.
- Ability to produce professional documents, reports, and presentations.
- Strong organization and time management skills, with the ability to manage deadlines.
- Exceptional verbal, written and listening skills.
- Ability to identify issues and implement creative and strategic solutions to overcome problems.
- Sound analytical thinking, planning, prioritization, and execution skills.
- Ability to work independently and in a team environment.
- Strong interpersonal skills.
- Culturally sensitive and compassionate.
- A proven track record of building collaborative partnerships with a variety of internal and external stakeholders, including government, industry, service providers, and community.

Qualifications

- Post-secondary degree in early learning, Human or Social Services, or related field is preferred; however, equivalent experiences will be considered.
- Three years' experience in a similar role.
- Indigenous Awareness Training is an asset.

Other Requirements

- Availability to work evenings and weekends on occasion.
- Must be willing to travel within Alberta and work irregular hours, on occasion, to meet project needs.
- Must have a valid Class 5 Driver's License.
- Acceptable attainment and annual maintenance of a Police Information Check with a Vulnerable Sector Check and an Intervention Record Check is required.

Apply online today at <http://albertametis.com/careers/>

Métis applicants are encouraged to apply.

The Métis Nation of Alberta thanks all applicants for their interest. Only applicants selected for an interview will be contacted. No phone calls please.

