



Métis Nation of Alberta

A strong Métis Nation embracing Métis rights

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C-92 Provincial Coordinator

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

Closing Date: November 20, 2023.

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

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 Council. 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 C-92 Provincial Coordinator within the Children and Family Services Department. Reporting to the Child and Family Services Strategic Development Advisor, the successful candidate will be responsible for assisting with the development, coordination, and implementation of Métis children's programs and services with the Métis Nation of Alberta (MNA) in respect to Act C-92 *An Act respecting First Nations, Inuit, and Métis children, youth, and families*. The successful candidate will be a motivated, confident, and driven individual who is passionate about Métis children and families and has excellent analytical and writing skills.

Key Responsibilities

- Plan and facilitate logistics for Provincial C-92 specific engagements events under the Department of Children and Family Services.
- Plan and implement citizen engagement activities, including in-person presentations and discussions, and online engagements.
- Develop MNA citizen engagement guidelines, policies, procedures, and program evaluations.
- Develop and implement culturally sensitive surveys.
- Capture information in a respectful manner during engagement sessions.
- Report and analyze feedback and recommendations gathered from citizen engagements and develop recommendations and policy advice for the MNA in regard to C-92.
- Develop and maintain relationships with stakeholders on current, and developing, child, youth, and family program policy issues.
- Maintain awareness of government policies and programs related to C-92 and provide briefing and recommendations to the MNA.
- Assist in the development of C-92 specific program planning, design, development, and implementation, within Métis Children and Family Services.

- Provide advice on C-92 policies, procedures, and laws, to ensure programs and operations meet the overarching direction of Métis Children and Family Services.
- Develop and maintain templates and tools to guide C-92 programs.
- Support other MNA Children's Services initiatives and other duties as required.

Skills & Competencies

- An in-depth understanding of the Métis Nation of Alberta and Métis culture, government, people, and values.
- Experience with Google Docs, Google Sheets, Google Forms and Microsoft applications.
- Ability to produce professional documents, reports, and presentations.
- Demonstrated time management and organization skills, with the ability to manage deadlines.
- Sound analytical thinking, planning, and execution skills.
- Exceptional verbal, written, listening, and interpersonal communication skills.
- Ability to maintain confidentiality when handling sensitive information.
- Ability to work independently and within a team setting.
- Flexible and adaptable to work in a diverse and fast paced environment.
- 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.
- Recognized strength in leading and engaging teams and creating a culture that promotes development of individual and organizational capacity.

Qualifications

- Post-secondary baccalaureate degree in a related field required.
- Experience with event coordination and program development and implementation.
- Previous experience working in an Indigenous organization, coordination and/or in an engagement capacity.
- At least two (2) years' experience in a similar role of program planning, development, and implementation.
- Clear Criminal Record Check with Vulnerable Sector Check will be required.
- Clear Child Intervention Record Check required.

Other Requirements

- Availability to work a flexible schedule, including 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.

What We Offer

- The opportunity to work for the newly ratified Otipemisiwak Métis Government.
- Be part of the largest Indigenous Government in Canada.
- An opportunity to learn about Métis culture, languages, and art.
- Meaningful work in a fun and supportive work environment.
- Training and professional development opportunities.
- A comprehensive benefit package and employer contributions to Pension Plan.
- Generous time off policies.

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.