



Otipemisiwak Métis Government of the Métis Nation within Alberta

780-455-2200 · 1-877-454-0684 · albertametis.com
Delia Gray Building · 11738 Kingsway Avenue · Edmonton, AB · T5G 0X5

Early Years Coordinator

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

Closing Date: December 18, 2023, or Until Suitable Candidate Found

Position Status: 6 Full-time (40 hours/work) Permanent Positions

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 six full time Early Years Coordinators that will support the development and implementation of the MNA's Early Years Programs. Reporting to the Early Years Manager, the successful candidates will be responsible for developing and implementing Early Years programming designed to support and enhance the unique experiences, culture, and history of Métis Albertans. This includes the development and implementation of inclusive community events for Métis children and families, and other initiatives identified through community engagements and best practices. The successful applicants 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

- Collaborates with the Early Years Manager and Early Years team members 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.
- Responsible for developing and maintaining program documents including, but not limited to, program templates, processes, and other resources that guide programs.
- Supports the dissemination of program and initiative outputs through reports and other knowledge translation products for Métis community and other stakeholders.
- Fosters and maintains 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.
- Collaborates with the Early Years Manager and Early Years team members 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, coachable, and organized individuals who enjoys being part of a diverse team and has a passion for Métis children and families. This position requires the Early Years Coordinators 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, Métis culture, and Métis values.
- Experience with community-based program development and implementation.
- Experience planning and implementing events and community engagements.
- Ability to produce professional documents, reports, and presentations.
- Strong organization and time management skills, with the ability to manage deadlines.
- Exceptional verbal, written, listening, and interpersonal communication skills.
- Ability to work effectively both independently and as part of a collaborative team.
- Ability to identify issues and implement creative and strategic solutions to overcome problems.
- Sound analytical thinking, planning, prioritization, and execution skills.
- Experience using MS Office (Word, Excel, etc.) and Google Workspace (Google Docs, Google Forms, Google Sheets).
- 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.
- Resourceful, proactive, and results driven.
- Receptive to constructive feedback, committed to continuous improvement, and aligns personal development with overarching team objectives.

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 is an asset.
- 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.

