



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

Program Implementation Coordinator - Early Years

Location: Métis Nation of Alberta, Provincial Head Office (Edmonton)

Closing Date: March 22, 2024, or Until Suitable Candidate is Found.

Position Status: Permanent, Full time (40 hours per 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 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 Children and Family Services Department

Within the MNA, the Children and Family Services Department (CFS) is responsible for working to enhance connections within community and increase opportunities for Métis citizens. One way the Children and Family Services Department achieves this is through the development and delivery of programs that are grounded in an understanding of Métis experiences. The work of the Program Implementation Coordinator will play a key role in connecting Métis Albertans with innovative programs and resources that aim to enhance community connection.

The Opportunity

The MNA is recruiting a full-time Program Implementation Coordinator. The successful candidate will report to the Early Years Manager and will be responsible for supporting the development, implementation, and evaluation of Early Years programs and cultural events, tracking the development of necessary resources, responding to community inquiries, and supporting other CFS initiatives within the MNA CFS Department. The successful applicant will have experience supporting programs and events, and strong organizational, technological, writing, and interpersonal skills. The Program Implementation Coordinator will connect and register eligible Métis Albertans with CFS programs such as, but not limited to, the MNA's:

- Young Readers Program (in partnership with Dolly Parton's Imagination Library)
 - An early learning and literacy program that offers young Métis readers between the ages of 0-5 years a FREE BOOK every month.
- Gear up for School
 - A school readiness program that offers school supplies for those entering pre-k, kindergarten, Grade 1 and Grade 2.
- Cultural events and programs
 - The MNA often plans and organizes events and programs specific to the cultural needs of Métis people in Alberta on an ongoing basis.

Key Responsibilities

- Manage intake applications, assess and determine program eligibility, and register citizens in CFS program(s).
- Answer incoming calls, take messages, redirect phone calls, and respond to e-mail inquiries.
- Collect and organize appropriate information and documentation for program access.
- Create, maintain, and evaluate systems that will support the ongoing design, delivery, and evaluation of CFS programs.
- Calculate, track, request, and distribute accurate financial reimbursements based on program criteria, where required.
- Track program metrics such as the number of people accessing each program, financial reimbursements distributed, and anonymized demographic information.
- Create and distribute brochures, pamphlets, and social media content to advertise CFS Early Years programs.
- Registration management and data entry using programs like Google Forms and Google Sheets.
- Collaborate, coordinate, and support CFS programs and events as required.
- Other duties as required or assigned.

Skills and Competencies

The Program Implementation Coordinator position requires a motivated, coachable, and organized individual who enjoys being part of a diverse team and has a passion for the wellbeing of Métis children and families. This position requires the Program Implementation Coordinator to have excellent interpersonal communication skills, attention to detail, and problem-solving abilities.

Other competencies include:

- Experience working with Indigenous communities is an asset.
- Knowledge of Métis history, culture, and people.
- Exceptional verbal, written, and listening skills.
- Strong organizational and time management skills.
- Ability to work effectively in a dynamic and fast-paced environment and communicate and respond calmly and professionally in difficult situations.
- Recognized strength in creating personable, professional relationships in-person and virtually.
- Culturally sensitive and compassionate.
- Strong computer skills.
- Proficiency with Microsoft Office Suite (Outlook, Word, Excel) and Google Drive (Docs, Sheets, Forms).

Qualifications

- An academic or employment background in administration and/or Children and Family Services is an asset.
- Two years' experience in a similar role preferred.
- Must be willing to travel throughout Alberta on occasion.
- Available to work evenings and weekends, on occasion.
- Clear Criminal Record Check with Vulnerable Sector Check and Child Intervention Record check required.

What We Offer

- An opportunity to work for the newly ratified Otipemisiwak Métis Government and be a 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.
- 3 weeks paid vacation.

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.

