



Métis Nation of Alberta

A strong Métis Nation embracing Métis rights

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Region 6 Project Coordinator, Youth Programs and Services

Location: Métis Nation of Alberta - Region 6 Office (Peace River)

Closing Date: November 20, 2020

Position Status: Full time (40 hours per week)

Travel: 50% within region

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 Provincial Office of the Métis Nation of Alberta (MNA) and the Region 6 office is recruiting for a full time Regional Project Coordinator, Youth Programs and Services in Peace River. This role will assist with the development, coordination, and implementation of Métis youth programs and services within Region 6. We are looking for a motivated, confident, and driven individual who is passionate about Métis youth and has excellent analytical and writing skills.

Key Responsibilities

- Assist in the development of Métis specific program planning, development, and implementation of youth programs within the MNA Region 6 including:
 - Life skills;
 - Weekly youth groups;
 - Cultural Enrichment;
 - Youth Programs; and
 - Monthly Youth Committee meetings.
- Work to increase program accessibility in consultation with Métis communities in Region 6.
- Conduct cultural presentations for communities and stakeholders within Region 6.
- Develop and maintain templates and tools to guide programs.
- Assist and coordinate the project design and preparation of communication plan.

- Ability to write proposals specific for Region 6 youth programs and events.
- Participate in regional fundraising events.
- Traveling throughout the region to build connections and relationships with, and among, Métis youth within the region, and provincially.
- Reviewing Citizen application packages and advising if any additional information is needed.
- Send full Citizen applications with all documents to Provincial Office for processing.
- Research and book venues for events and programs, as well as organize, set up, and take down.
- Assist with Region 6 events, such as: *Annual General Meeting, Métis Week, Christmas Party, Missing and Murdered Women Walks, Cultural Days, Halloween Party, Elder Lunches, COVID-19 shopping, and other regional events.*
- Other duties as required.

Skills and Competencies

- Experience with event coordination and program development and implementation.
- Experience with researching and booking venues for events and programming.
- Proficient in Google Suite and Microsoft Office applications.
- An in-depth understanding of the Métis Nation of Alberta and Métis culture.
- Ability to produce professional documents, reports, and presentations.
- Ability to work independently and in a team environment.
- Excellent organizational and time management skills, including the ability to set priorities and allocate time and resources effectively.
- Exceptional verbal, written, listening, and interpersonal communication skills.
- Culturally sensitive and expresses compassion with appropriate interactions.
- A passion for helping the community.
- Successful experience with writing proposals.
- A proven track record of building collaborative partnerships with a variety of internal and external stakeholders, including government, 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 Human Services or related field is preferred. A mix of education and related experience will be considered.
- Two years' experience in a similar role is an asset.
- Reliable transportation, as traveling throughout the region is required for this position (50% travel).
- Able to work flexible schedule including evenings and weekends.
- Clear Criminal Record Check with Vulnerable Sector Check and Child Intervention Record check required.

What we have to offer you

- The opportunity to work with a non-profit Indigenous organization and be part of an exciting journey towards self-government.
- Learnings about Métis history and culture and enjoy a rich Indigenous cultural experience.
- Opportunity to work community events.
- Personal development.
- Competitive compensation.
- Comprehensive benefits package and employer contributions to Pension Program.

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

Métis applicants are encouraged to apply.

The Métis Nation of Alberta and Region 6 thanks all applicants for their interest. Only applicants selected for an interview will be contacted. No phone calls please.

