



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

Assistant Genealogist

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

Closing Date: February 28, 2018

Position Status: Full-time (40 hrs 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 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

This is an entry level professional position with potential for significant growth in the organization for the right candidate. The Assistant Genealogist works with the Senior Genealogist to research, document, and prepare client sessions. They assist with gathering materials, clerical work, dissemination of records, and provide support to allow the genealogy team to focus on the more complex family trees.

Key Responsibilities

- Successful candidate will provide research assistance to genealogists.
- Ensure that all genealogical information is consistent with and meets the requirements set out by the MNA definition.
- Working closely with a team of researchers.
- Collect and organize data and complete accurate data entry.

Skills & Competencies

- Must have 2 - 3 years of experience in a research setting.
- Excellent written communication skills.
- Able to manage and prioritize several tasks simultaneously.

Please submit your resume to:

Métis Nation of Alberta
#100, 11738 Kingsway NW
Edmonton, Alberta
T5G 0X5
employment@metis.org

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