



A Strong Métis Nation Embracing Métis Rights

MÉTIS NATION OF ALBERTA ***Chief Electoral Officer***

The Métis Nation of Alberta (MNA) is seeking a Chief Electoral Officer for their elections to be held in September 2018. This is a temporary management position running from February 15, 2018 until November 14, 2018.

The Chief Electoral Officer is responsible for managing the process of the 2018 MNA Election and for ensuring that it is conducted according to the Bylaws of the Métis Nation of Alberta.

The Chief Electoral Officer is responsible for the duties as outlined in the MNA Election Bylaws. This includes being responsible for the fair and efficient running of the MNA election, providing information and instructions for the election officers, acting as the primary contact for information about the election, preparing budgets, running the election process, developing reports on the outcome of the election, and communicating the results.

The Chief Electoral Officer will possess excellent organizational, leadership and management skills that will facilitate and ensure the efficient and effective operations of the MNA 2018 Election.

Qualifications Required:

- A university degree in business, political science, law or public administration, or an equivalent combination of education and related experience in working with community development and political processes.
- MNA Member in good standing.
- Excellent written and interpersonal communication skills.
- Computer skills, using Microsoft Office.
- Demonstrated leadership and project management skills.
- Experience planning for and managing change.
- Experience in issue and conflict resolution.
- Experience in administrative and financial management including budget preparation, expenditure and analysis.
- Analytical ability to develop reports on the effectiveness of current process and recommendations for change.
- In depth knowledge of the Métis Nation of Alberta, its Bylaws, history, philosophy, goals and objectives, and election process.
- Ability to travel throughout the Province as required.

Please submit your resume by **January 27, 2018** to:

Human Resources
Métis Nation of Alberta
#100, 11738 Kingsway Ave Edmonton, AB T5G 0X5
E-mail: employment@metis.org

We thank all interested applicants, however, only those selected for interview will be contacted. No phone calls please.