



Together We Continue to Build a Strong Métis Nation

Métis Nation of Alberta

Position Title: Regional Consultation Coordinator
Location: Métis Nation of Alberta Regional VI Office (Peace River)
Closing Date: Wednesday, November 15, 2017
Position Status: Full-time, permanent (40 hours per week)

Organization Description

Since its inception in 1928, the Métis Nation of Alberta (MNA) is the Métis Government for Métis Albertans with its geographical and legal boundaries being the province of Alberta. The MNA is governed 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>.

Region VI of the Métis Nation of Alberta (Region VI) is recruiting for a full time Regional Consultation Coordinator (RCC) that will be based out of the Regional VI Office in Peace River. The ideal candidate will be a team player who is able to engage with both the Region VI Métis Office and Métis Nation of Alberta Head office. The RCC must be open-minded and able to look for innovative opportunities to advance the needs of the Nation. Reporting to the Region VI Consultation Committee, support will be provided by the Intergovernmental Relations Unit within the department of Métis Rights and Accommodation. The RCC will undertake and oversee the procedural aspects of consultation on behalf of the MNA Region VI Métis community in relation to any project within the Region VI area.

Key Duties & Responsibilities

The Regional Consultation Coordinator will report to and receive instructions from the Region VI Consultation Committee. Other duties include:

- Responding to notices for consultation
- Inputting industry notifications into propriety MNA software
- Streamlining of consultation workflow to meet the unique requirements of MNA Region VI
- Identify and document additional software features that will further complement regional consultation activities
- Management of the consultation process, including assessment of consultation adequacy
- Preparing consultation work plans
- Negotiating with proponents for budgets in support of the consultation process
- Undertaking research or studies as required
- Coordinating and conducting community engagement in support of the consultation process
- Negotiating accommodations for the benefit of the MNA Region VI Métis Community

Skills, Knowledge and Qualifications

The RCC must possess excellent communication, writing and organizational skills. The RCC will ultimately manage the consultation process to ensure that Métis communities within Region VI have an opportunity for meaningful consultation to raise concerns and discuss potential mitigation options.

Other skills and qualifications include:

- Minimum of a University Bachelor's Degree in a related field (preferably Natural Resources) supplemented by 4 years of directly related experience is preferred, however equivalencies may be considered.
- Strong computer skills with aptitude for using new software, in particular consultation and project management software
- In-depth knowledge of federal and provincial indigenous consultation requirements
- Ability to remain organized, multi-task and time manage
- Exercise discretion in handling confidential information, strong interpersonal skills and ability to establish strong working relationships
- Excellent communication skills with the ability to listen, interpret and convey positions appropriately
- Knowledge and experience in Métis rights
- Knowledge of Métis history, culture and people
- Proficiency in Michif or an Indigenous language is preferred.

Please submit a resume, and cover letter including salary expectations no later than November 15, 2017 to:

Region VI Métis Nation
9621-90 Ave
Peace River, AB
T8S 1G8
ATTN: Sylvia Johnson
E-mail: sjohnson@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.