



“TOGETHER WE WILL CONTINUE TO BUILD A STRONG MÉTIS NATION”

Project Coordinator, Youth Programs and Services

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

Major Responsibilities

- Assist in the development of Métis specific program planning, development, and implementation, including:
 - Life skills
 - Mental health
 - Teen sexual health
- Work to increase program accessibility in consultation with Métis communities.
- Develop project guidelines, policies and procedures, and program evaluations.
- Develop and maintain templates and tools to guide programs.
- Conduct research and consult with key collaborators on project development.
- Assist with project design and preparation of communication plan.

Knowledge / Experience Requirements

- Ability to produce professional documents, reports and presentations
- An in-depth understanding of the Métis Nation of Alberta and Métis culture.
- Exceptional verbal, written, listening, and interpersonal communication skills.
- A proven track record of building collaborative partnerships with a variety of internal and external stakeholders, including government, industry, service providers, and community.
- Recognized strength in leading and engaging teams and creating a culture that promotes development of individual and organizational capacity.

Academic Requirements

Post-secondary baccalaureate degree in a related field required.

Closing Date: December 15, 2017

Submit your resume to:

Métis Nation of Alberta
#100, 11738 Kingsway Avenue
Edmonton, Alberta T5G 0X5
E-mail: kbradburn@Métis.org

The Métis Nation of Alberta thanks all applicants for their interest; however only those applicants selected for interview will be contacted. No phone calls please.