



Métis Nation of Alberta

A strong Métis Nation embracing Métis rights

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Provincial Consultation Coordinator

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

Closing Date: Friday, March 2, 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

Reporting to the Manager of Consultation in the Métis Rights and Accommodation unit, the Provincial Consultation Coordinator will be responsible for providing support to Métis Nation of Alberta in consultation related activities that the MNA is currently or and may become involved in. Working out of the MNA Provincial Office in Edmonton, the Consultation Resource Officer will be the point of contact for all Métis consultation inquiries from members, and will be tasked with organizing and attending workshops and information sessions, meetings, research, report writing, policy development, providing Local and Regional consultation support, and other related activities.

Key Responsibilities

- Coordinate consultation resources for activities being undertaken by the MNA throughout the Province;
- Respond to inquiries in a timely and appropriate manner;
- Conduct research and analysis on various consultation related issues and initiatives;
- Provide sound reporting on deliverables and requests from leadership or supervisors; and
- Policy analysis and development support.
- Support meetings and engagements with governments and industry

Skills & Competencies

- Exercise discretion in handling confidential information, strong interpersonal skills and ability to establish strong working relationships.
- Ability to remain organized, multi-task and time manage.
- Excellent comprehension and reading skills.
- Excellent communication skills with the ability to listen, interpret and convey information and positions appropriately.
- Working knowledge of word processing, spreadsheets and PowerPoint.
- Experience working with Métis people and communities.
- Knowledge and experience in Métis or Indigenous rights.
- Experience in reporting and policy analysis.
- Knowledge of Métis history, culture and people an asset.
- Ability to travel.

Qualifications

- Minimum of a University Bachelor's Degree in Biology, Native Studies, and/or Sociology or equivalent experience.
- Knowledge of consultation and accommodation in Alberta and Canada.

To apply for this opportunity, please submit cover letter stating salary expectations, resumé and references on or before March 2, 2018 to:

Please submit your resume to:
Métis Nation of Alberta
#100, 11738 Kingsway Avenue
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.

