



# Métis Nation of Alberta

*A strong Métis Nation embracing Métis rights*

(780) 455-2200 | 1-800-252-7553 | [albertametis.com](http://albertametis.com) | [mna@metis.org](mailto:mna@metis.org)  
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## **Regional Consultation Coordinator (Region 2)**

**Location:** Region 2 Office (Bonnyville)

**Closing Date:** Wednesday, 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**

Zone II Regional Council of the Métis Nation of Alberta (Zone II) is recruiting for a full time Regional Consultation Coordinator (RCC) that will be based out of the Zone II Office in Bonnyville. The ideal candidate will be a team player who is able to engage with both the Zone II 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 2 Consultation Committee, support will be provided by the department of Métis Rights and Accommodation. The RCC will undertake and oversee the procedural aspects of consultation on behalf of the Zone II Métis community in relation to any project within the Zone II area.

### **Key Responsibilities**

The Regional Consultation Coordinator will report to and receive instructions from the Region 2 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 Zone II.
- 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 Zone II Métis Community

### Skills & Competencies

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

- 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

### Qualifications

- Minimum of a University Bachelor's Degree in a related field (preferably Natural Resources) supplemented by 4 years of directly related experience is required. Equivalencies may be considered.

Please submit a resume, and cover letter including salary expectations no later than February 28, 2018, to:

Zone II Regional Council of the Métis Nation of Alberta  
P.O. Box 6497  
Bonnyville, AB  
T9H 2H1  
ATTN: Karen (KC) Collins  
Email: zoneiimetis@live.ca

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

