



Métis Nation of Alberta

A strong Métis Nation embracing Métis rights

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Youth Programs Assistant

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

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

The Provincial Office of the Métis Nation of Alberta (MNA) is recruiting for a full time Health & Wellness Youth Programs Assistant (YPA) focused on development, co-ordination, and implementation of youth programs. Reporting to the Provincial Youth Programs & Services Manager, the YPA will facilitate the development of Métis specific programs and services for Alberta Métis.

Key Responsibilities

- Program development and coordinate the development and implementation of resources, training, and ongoing education.
- Increase program accessibility for Métis Albertans.
- Develop and maintain templates and tools to guide programs.
- Conduct research and consult with key collaborators on project development.
- Assist in program design and preparation of communication plan.
- Assist in development of project guidelines, policies, procedures, and program evaluations.
- Develop relationships with the Métis community and other key stakeholders.

Skills & Competencies

This position requires a motivated, confident, and driven individual who is passionate about Métis research and culture, and has excellent analytical and writing skills.

- Ability to produce professional documents, reports, and presentations.
- An in-depth understanding of the MNA 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.

Qualifications

Post-secondary degree in a related field required.

Please submit your resume to:

**Métis Nation of Alberta
#100, 11738 Kingsway NW
Edmonton, Alberta
T5G 0X5**

employment@metis.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. All resumes will remain on file for six months.