



# Métis Nation of Alberta

*A strong Métis Nation embracing Métis rights*

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## **Regional Consultation Coordinator**

Region 5 of the Métis Nation of Alberta (Region 5) is recruiting for a full-time Regional Consultation Coordinator (RCC) that will be based out of the Region 5 Office in Slave Lake. The ideal candidate will be a team player who is able to engage with both the Region 5 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 5 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 MNA Region 5 Métis community in relation to any project within the Region 5 area.

### **Key Duties & Responsibilities**

The Regional Consultation Coordinator will report to and receive instructions from the Region 5 Consultation Committee. Other duties include:

- Responding to notices for consultation
- Inputting industry notifications into proprietary MNA software
- Streamlining consultation workflow to meet the unique requirements of MNA Region 5
- Identifying and documenting additional software features that will further complement regional consultation activities
- Manage 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 5 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 5 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 required. 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, multitask 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

Please submit a resume, and cover letter including salary expectations no later than March 22, 2018, to:

MNA Region 5  
353 Main Street N  
Slave Lake, AB T0G 2A3  
ATTN: Executive Director  
Email: e\_new24\_7@live.com

We thank all who apply, however only those applicants selected for an interview will be contacted.