



Position Title: Genealogy Researcher
Location: Métis Nation on Alberta Provincial Head Office (Edmonton, AB)
Closing Date: Monday, April 23, 2018
Position Status: Full-time, permanent (40 hours per week)

Organization Description

Since its inception in 1928, the Métis Nation on Alberta (MNA) is the Métis Government for Métis Albertans with its geographical and legal boundaries being the province of Alberta. The MNA is governed 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 government 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 MNA is recruiting a Genealogy Researcher. Reporting to the Manager of the Genealogy Research Centre/Senior Genealogist, this role is responsible for the overall verification and validation of genealogical information provided by the applicant as part of the application process. This will include receiving, reviewing and verifying citizenship family trees to ensure the appropriate documentation meets the MNA Métis definition.

Key Responsibilities

- You will conduct effective and efficient genealogical research to validate a Métis historical link.
- Ensure that all genealogical information is consistent with and meets the requirements set out by the MNA definition.
- Conduct research at various archives and libraries, both online and in person, in order to collect data to facilitate research.
- You will thoroughly and efficiently solve complicated genealogical problems.
- You will compile documents and present research findings in an organized, clear, and coherent manner.
- You will serve as a mentor to other researchers, sharing information about records, search techniques, and research methodologies.

Qualifications

This position requires a proven level of initiative and judgment to organize and prioritize daily tasks and long-term objectives. Tact, diplomacy, and a commitment to teamwork are required in dealing with colleagues in an everyday working environment. Other necessary competencies include:

- Knowledge of Métis culture and history.
- Proficient in Microsoft Office or other applicable software.
- Demonstrated ability to deal with confidential information.
- You are either certified or accredited from an accredited institution.
- You have excellent written communication skills.
- You can manage and prioritize several tasks simultaneously.

Education & Experience

- Post-secondary education with an emphasis on research is preferred.
- 5+ years of professional Genealogical Research experience required.

What We Offer

- Competitive compensation
- Set work schedule, 8:30-4:30 Monday to Friday
- Comprehensive Extended Health Benefit Plan
- Competitive Matching Pension Plan
- 3 weeks vacation
- Positive workplace culture and work/life balance
- Professional development opportunities
- This position will be based at the MNA's Provincial Head Office in **Edmonton, AB.**
Relocation may be required.

Closing Date: April 23, 2018

If this sounds like the perfect fit for you, apply today at employment@metis.org

The Métis Nation of Alberta thanks all applicants for their interest. Your resume will remain on file for six months. Only successful candidates will be contacted. No phone calls please.