

## **Assistant Manager – Métis Training to Employment Services**

### **About Us:**

Rupertsland Institute, an affiliate of the Métis Nation of Alberta, is seeking an Assistant Manager for our Edmonton office. With locations across Alberta, Rupertsland Institute develops and delivers programming and services to the Alberta Métis population in relation to the labour market and education assistance.

### **The Role:**

As Assistant Manager, Métis Training to Employment Services (MTES) with Rupertsland Institute you will assist with the coordination and management of MTE Services in the Edmonton and surrounding region. You will provide on-going mentorship to MES staff, ensure quality and reliability of client and financial information and guide client applications for program funding. In addition you will manage and/or monitor assigned MTES training projects within your geographical area.

### **To Fit the Role:**

You are a results-oriented, highly motivated individual who leads by example and inspires others to be the best they can be!

You have post-secondary training in Management, Human Services, Social Sciences, and/or 5+ years of experience. You have extensive knowledge of the Edmonton and Area labour market supply and demand, trends and economic outlook, as well as knowledge of basic counselling techniques and tools.

You are familiar with Microsoft Office Software, have basic accounting knowledge, high attention to detail and the ability to motivate a team of individuals to provide top-notch service.

### **Compensation:**

Rupertsland Institute offers competitive salary, comprehensive benefits including - life insurance, disability, critical illness, 100% coverage on prescriptions, dental & vision, as well as a generous pension plan.

### **Interested?**

Please send your resume, including cover letter via e-mail at [employment@rupertsland.org](mailto:employment@rupertsland.org) or fax 780.801.9992 and start your exciting new career today! Quote Job ID: ED-AM.

Applications will be accepted until a suitable candidate has been identified.

\*Note – Rupertsland Institute thanks all applicants for their interest, however only those applicants selected for an interview will be contacted. Due to limited resources we are unable to verify receipt of resumes.