



Métis Nation of Alberta

A strong Métis Nation embracing Métis rights

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Administrative Assistant

Location: Region 2 Métis Nation of Alberta Office (Bonnyville, AB)

Closing Date: October 25, 2019

Position Status: 35 hours 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 Region 2 Métis Nation of Alberta office is looking to fill the position of Administrative Assistant, who, under the direction of the Region 2 President and Vice-President, will be responsible to prepare, review, and/or edit various forms of correspondence. This position will manage and administer inbound and outbound mail. This role will also act as a first point of contact and provide general information to staff, citizens, and the public. The Administrative Assistant must possess ability to maintain filing systems, databases, and basic diary/minutes management and ability to adapt to new technology.

Key Responsibilities

- Coordinate executive communications, including taking calls, responding to emails and interfacing with clients – regular reception duties as required
- Prepare internal and external documents, forms policy notes
- Schedule meetings and appointments and manage travel itineraries for Regional Council & Administration

- Arrange corporate events to take place outside of the workplace, such as tournaments, fund-raising and citizen engagement events as directed
- Maintain an organized filing system of paper and electronic documents
- Uphold a strict level of confidentiality
- Develop and sustain a level of professionalism among staff, stakeholders and Citizens
- Grant and Proposal Writing
- Other duties as may be assigned from time to time

Skills and Competencies

- Ability to produce professional documents, reports, and presentations.
- An in-depth understanding of Region 2 Métis Nation and Métis culture.
- Exceptional verbal, written, listening, and interpersonal communication skills.
- Advanced Microsoft Office skills, with an ability to become familiar with firm-specific programs and software.

Qualifications

- Administrative Professional Diploma or Certificate from a recognized organization.
- At least one year of administrative assistant experience.
- Ability to collaborate and delegate duties.
- Strong writing skills.
- Exceptional interpersonal skills combined with a friendly and professional demeanor.
- Experience in government administration, non-profit or public board organization is an asset.
- Knowledge of the Métis culture is a requirement.

Apply today at:

Mail:

Email: dzaraska@metis.org

Region 2 Métis Nation of Alberta
5102 – 51 Street
Bonnyville, AB T9N 2H1

Métis applicants are encouraged to apply.

The Region 2 Métis Nation of Alberta thanks all applicants for their interest. Only applicants selected for an interview will be contacted. No phone calls please.