

**Head Office**

2300, 10123 – 99 St NW, Edmonton, AB T5J 3H1

P 780.801.9977 | TF 1.855.616.9977 | rupertsland.org**Driver – Mobile Unit Metis Employment Services****Location:** Rupertsland Institute, Edmonton, AB**Closing Date:** February 10, 2020**Position Status:** Full-time, 9 months contract with possibility of extension**The Organization**

Rupertsland Institute (RLI) is an affiliate of the Métis Nation of Alberta and has a triple mandate in education, training and research. RLI has a head office in Edmonton and a decentralized network of 10 employment services centres, in addition to two mobile service units, RLI designs and delivers training and education services to more than 100,000 Alberta Métis.

The RLI Vision is: *“A Skilled and Knowledgeable, Self-Reliant Métis Nation.”*

The RLI Mission is: *“To enhance the self-sufficiency and well-being of Alberta Métis through quality education, training, and research.”*

For more information about RLI and its services and programs, visit us at www.rupertsland.org

The Opportunity:

Rupertsland Institute is seeking a driver for its Mobile Métis Employment Services (MES) unit. Reporting to the Coordinator of Mobile Employment Services, this position requires attention to detail and impeccable customer service skills.

Key Responsibilities:

- Travel to various communities throughout Alberta in mobile unit.
- Proactively secure and locate necessary permits for accessible parking when necessary.
- Responsible for setting up the mobile unit for client access.
- Deliver excellent customer service when clients access the unit.
- Driver will be responsible for minor repairs and maintenance, as needed.

Key Requirements:

- Minimum 3 to 5 years experience in driving a full-size recreation or similar vehicle.
- Valid class 3 drivers' licence with clean drivers abstract.
- Ability to travel for extended periods.
- Customer focused and detail oriented.
- Tour guide and customer service experience is an asset.

Interested?

To apply, please send your resume to employment@rupertsland.org

Rupertsland Institute thanks all applicants for their interest. Only applicants selected for an interview will be contacted. No phone calls please.