

Metis Nation of Alberta Local #2003
Lethbridge Alberta

Do you have experience working in the non – profit sector? Are you looking for a new challenge in a governance organization? If so Metis Local 2003 has a position for you! We are looking for an outgoing, organized individual to fill our Executive Director vacancy.

Job title: Executive Director

Hours: Full-time

Wage: Salary

Duties & Responsibilities:

- Assisting the governing council in the development of policies
- Implement and maintain policies & procedures
- Develop and implement fundraising and grant applications
- Represent the local in the community as directed by the Local Council
- Develop cultural programming for membership
- Manage the Local office and act as a supervisor to the Executive Assistant
- Create and maintain relationships with other organizations within the surrounding areas
- Using Metis culture & knowledge when dealing with matters concerning the Local

Skills:

- Organization
- Computer Proficiency
- Grant Writing
- Accountability

Qualifications:

- Bachelor's Degree in business or related field (preferred)
- 5 years min. management experience
- 2 years min experience in the non-profit sector
- 3 years of grant writing experience (preferred)
- Knowledge of Metis culture & protocols
- 2 Years Microsoft Office experience

How to apply:

Please send your cover letter and resume RE: Executive Director to executive@lethbridgemetis.com. This posting will close at 11:59pm on March 20th, 2020.

Metis Local #2003 is an equal opportunity employer.

If you have questions please email vicepresident@lethbridgemetis.com.

