

# Community Wellness Coordinator Summer Student

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## Community Wellness Coordinator Summer Student

**Location:** Work out of the Métis Nation of Alberta Region Two Office (Bonnyville). Some travel may be required.

**Closing Date:** April 5, 2023, or Until Suitable Candidate Found

**Position Status:** Full time (40 hours per week), Summer Student (May – August)

### 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

Region Two of the Métis Nation of Alberta (MNA) is recruiting for a summer student position. This is a summer term position ending in late August (flexible). The successful applicant will provide support to their respective portfolios and must have a passion for community, social work, mental health, strong organization, writing skills, and strong relationship building skills.

### Key Responsibilities – Program Assistant

Reporting to the Community Wellness Coordinator, the candidate(s) will:

- Act as support for event projects through various stages, ensuring standards of quality are met.
- Assist with building and managing event budget recommendations, timelines, themes, and working documents (e.g. critical paths, tasks lists) that align with identified objectives.
- Collaborate with Coordinator to advertise and promote events.
- Liaise with vendors and stakeholders during the event planning process.
- Communicate updates, concerns, and details to Community Coordinator.
- Confirm meetings dates and maintain calendar accuracy. Ensure calendar invites are sent to appropriate leadership & community members. Draft follow up emails.
- Assist in developing & organizing materials and packages for events.

- Assist in survey planning and facilitating focus groups.
- Assist in recording, documentation, and organization of information from engagement sessions.
- Coordinate accommodation and travel for events.
- Co-facilitate in programming.
- Answer phone, and administrative duties
- Other duties may be required, adaptability is crucial.
- Refer citizens to the appropriate supports.

Candidate will be currently enrolled in post-secondary schooling in Education, childcare, Social Work, or similar programs in Human Services. Some experience in community engagement and facilitating Indigenous participatory processes are important, along with, proficiency in the compilation of information from surveys as well as focus groups in meetings.

Candidate will have an interest in Early Learning or Early Childhood Education.

1-2 years experience in events and coordination. School or volunteer experience is valid.

**Clear Vulnerable Sector Check is required.**

### **Skills and Competencies:**

We are looking for motivated, confident, and driven individuals who are passionate about child-care, education, human services, and social work.

This position requires a proven level of organization and judgement to organize and prioritize daily tasks and long-term objectives. Commitment to teamwork is required in dealing with colleagues in an everyday working environment. Other skills include:

- Exceptional written and verbal communication skills.
- Excellent interpersonal skills.
- Strong planning and organizational skills.
- Strong cultural sensitivity.
- Ability to work independently as well as with a team.
- Willingness to learn and develop new skills.
- Adaptable and able to switch between multiple priorities.
- Ability to work with and convey messages to different audiences.
- Ability to produce professional reports, documents, and presentations.
- Proficient in Microsoft Suite applications, Adobe, and Google Docs.
- Knowledge and an understanding of Métis culture, people, and values is an asset.

**Other Requirements – both positions**

- Students must be returning to school full time in the fall for 2023/2024 term.
- Able to work flexible schedule including days, evenings, and weekends, on occasion.
- Ability to travel throughout Alberta.
- Valid Class 5 Driver's License.

**What we Offer:**

- A rich Indigenous cultural experience.
- Opportunity to attend events and learn about Métis culture and arts.
- Personal development & career opportunities.
- Part time or casual employment during the school year.

Apply here with a resume and cover letter:

**Gina Levasseur- Community Wellness Coordinator**

[Glevasseur@metis.org](mailto:Glevasseur@metis.org)

**Subject: Community Wellness Coordinator Summer School Position**

Métis applicants are encouraged to apply.

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