



Métis Nation of Alberta

A strong Métis Nation embracing Métis rights

(780) 455-2200 | 1-800-252-7553 | albertametis.com | mna@metis.org
11738 Kingsway NW | 100 Delia Gray Building | Edmonton, AB | T5G 0X5

Provincial Supports Coordinator

Location: Métis Nation of Alberta, Provincial Head Office (Edmonton)

Closing Date: January 8, 2023

Position Status: Full time (40 hours per week), permanent

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 MNA is recruiting for a Provincial Supports Coordinator within the Children & Family Services (CFS) department. Reporting to the Children & Family Services Senior Manager, the position will be responsible for implementing, maintaining, and evaluating the MNA's FASD Bridging Connections Program, researching and compiling FASD research, planning and implementing Community Information Sessions, delivering presentations and workshops, developing culturally appropriate Métis-specific resources, as well as collaborating and building partnerships with external organizations for supports and services. The successful applicant will have experience with resource development, program development, implementation, and evaluation, event and engagement planning, and possess strong writing skills, and exceptional interpersonal skills.

Key Responsibilities

- Ongoing development, implementation, and evaluation of the FASD Bridging Connections Program.
- Research and compile up to date FASD research to increase knowledge and awareness about FASD.
- Assist with the development and maintenance of policies and practices that are based on the set-out requirements by Alberta FASD Service Network Program.
- Maintain data collection to track referrals and connections.
- Develop culturally appropriate Métis-specific resources.

- Facilitate/host FASD-related workshops across Alberta.
- Plan and implement Community Information Sessions that maintain a focus on creating safe spaces to gather and exchange knowledge on important and culturally relevant topics.
- Connect program participants to, and advocate for, access to community resources.
- Connect with FASD support organizations to ensure Métis children, youth, adults, and families are connected to Métis culture, community, and adequate resources.
- Provide Métis cultural awareness training to FASD support organizations that are providing services to Métis children, youth, adults, and families.
- Networking with both internal and external stakeholders to develop and/or maintain partnership opportunities for Métis Albertans accessing supports and services.
- Complete quarterly and final reports, as necessary.
- Attend and participate in meetings and committees as required.

Skills and Competencies

- Knowledge and an in-depth understanding of the Métis Nation of Alberta, Métis culture, people, and values.
- Experience with research and data compilation, as well as report writing.
- Experience with program development and implementation.
- Experience with planning and facilitating community engagements, workshops, and presentations.
- Experience with resource development.
- Ability to produce professional documents, reports, and presentations.
- Ability to work independently and in a team environment.
- Ability to convey messages to different audiences.
- Excellent organizational and time management skills, including the ability to set priorities and allocate time and resources effectively.
- Exceptional verbal, written, listening, and interpersonal communication skills.
- Culturally sensitive and compassionate.
- Exceptional interpersonal skills.
- A proven track record of building collaborative partnerships with a variety of internal and external stakeholders, including government, industry, service providers, and community.

Qualifications

- Post-secondary baccalaureate degree in a Human or Social Services or related field is preferred. A mix of education and related experience will be considered.
- Two years' experience in a similar role preferred.

Additional Requirements

- Reliable transportation and valid Class 5 Driver's License.
- Must be willing and available to travel throughout Alberta.
- Able to work flexible schedule including days, evenings and weekends.

- Clear Criminal Record Check with Vulnerable Sector Check and Child Intervention Record check required.

Apply online today at <http://albertametis.com/careers/>

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

