



Metis Settlements General Council

EMPLOYMENT POSTING

Metis Settlements General Council

Economic Development Coordinator

REPORTS TO: EXECUTIVE WITH PORTFOLIO / CORPORATE SERVICES DIRECTOR

DATE POSTED: JUNE 22, 2017

CLOSING DATE: JULY 6, 2017 @ 4:30 P.M.

SALARY: COMMENSURATE WITH QUALIFICATIONS

START DATE: AS SOON AS POSSIBLE

Position Summary:

With direction and guidance from the MSGC Executive team and the Economic Development Working Group, the successful candidate will support the Metis Settlements' by coordinating the Long-Term Economic Development Plan and providing subject matter expertise. The goal of the Long-Term Economic Development Plan is to support the communities to achieve sustainable wealth creation through achievable strategic plans, project funding agreements and governance mechanisms that are aligned with best practices in economic development. This position will also provide subject matter expertise and research.

Primary Duties and Responsibilities:

The Economic Development Coordinator will perform the following duties:

- Support the MSGC Economic Development Working Group (i.e. coordinate meetings, take minutes, coordinate training, process expense claims, etc.)
- Monitor and ensure compliance to Economic Development grants and budgets
- Assist with the drafting and finalization of fiscal year work plans and budgets
- Draft Requests for Proposals associated to economic development initiatives
- Support the execution of community inventories and opportunity assessments
- Support the development of Economic Development strategic plans
- Coordinate Economic Development Governance Development
- Research and complete applications for funding opportunities
- Coordinate Settlement training strategies on economic development
- Assist in development of long-term evaluation measure
- Compose various correspondence on behalf of working committee
- Provide Economic Development Working Committee activity reports and updates as required to working committee; GC Board; Assembly and executive
- Liaise between the Metis Settlements, regular and ad-hoc members of the Working Group, Indigenous Relations representatives, and other potential stakeholders (i.e. members from Alberta Economic Development and Trade, regional alliances, etc.)
- On occasion, provide support to MSGC administration

As a valued team member, the successful candidate will be expected to comply with office protocol, directives, and personnel policies while maintaining a professional, productive role within MSGC.

OUR PEOPLE. OUR LAND. OUR CULTURE. OUR FUTURE.

Suite 101 10335-172 St. Edmonton, AB T5S 1K9 Ph: 780.822.4096 Fax: 780.489.9558 Toll Free 1-888-213-4400

www.metissettlements.com



Metis Settlements General Council

Education and Knowledge:

- Diploma or Degree in Commerce or Business Administration
- Certification in Economic Development
- Knowledge of the Metis Settlements, Metis Settlements legislation and Metis Settlements General Council
- Knowledge of the fundamentals of accounting
- Other relevant education and knowledge may be considered.

Experience:

- 5+ years previous employment in an Aboriginal community or organization
- 3-5 years previous employment as a project/program coordinator or manager
- Other relevant experience may be considered

Required Skills:

- Proficiency in the use of Microsoft Office suite, Skype and Apple hardware & software
- Strong written and verbal communication skills

The successful candidate must possess the competencies required for performing the duties listed in the *Primary Duties and Responsibilities* section.

Working Conditions and Circumstances:

- MSGC central office is very fast paced
- Position is NOT managerial and reports to Director of Corporate Services on ALL matters relating to administration and Human Resources
- Position is new to MSGC and continuation of it is subject to approved fiscal year budgets
- 35 hour work week, Monday to Friday
- Occasional accrual of overtime hours due to things such as out-of-town meetings, trade shows, abrupt proposal deadlines, etc.
- Staff are sometimes invited to participate in team planning & coordination for various events (i.e. Aboriginal Day, Christmas Banquet, Golf Tournament, etc.)

Please send your cover letter and resume by regular mail, email or fax, to:

Brenda Sayers
Director of Corporate Services
Suite 101, 10335-172 Street
Edmonton, AB T5S 1K9

Email: bsayers@msgc.ca
Fax: 780 489-9558

We thank all candidates for their interest, however only those selected for an interview will be contacted.

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