



Otipemisiwak Métis Government

Métis Nation within Alberta

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Manager of Provincial Youth Programs & Services

Location: Métis Nation of Alberta Provincial Office, Edmonton, AB

Closing Date: May 22, 2024, or Until Suitable Candidate is Found.

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

Travel: 20% within Alberta

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 Council. 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

Reporting to the Senior Manager of Youth Programs & Services, the Manager of Provincial Youth Programs and Services will primarily be responsible for the development and implementation of provincial Métis youth programs and services with the Métis Nation of Alberta (MNA). The Manager will have a team of direct reports and will be responsible for the design and delivery of programs and services to Métis youth to address a wide range of locally identified issues. The successful candidate will have experience with program design and delivery, writing reports and grant proposals, and leading, coaching, and mentoring a team.

Key Responsibilities

- Oversee the development, implementation, and evaluation of Provincial Youth programs and services.
- Plan, organize, and execute Provincial events, such as Métis Fest, Youth & Seniors Gathering, and Mental Health Summit.
- Support the creation of a communication strategy, in collaboration with the Senior Manager of Youth Programs and Services and the MNA Communications department, to ensure appropriate access and delivery of programming and services.
- Support the creation and submission of abstracts, posters, and presentations for programs, events, conferences, and community initiatives.
- Develop and deliver presentations to stakeholders to foster awareness and education of Métis culture.
- Collaborate with the Senior Manager and/or Director of Youth Programs and Services to develop proposals and identify funding opportunities for community supports and pilot initiatives.

- Prepare funding proposals, write grant applications, and submit reports on grants.
- Support the dissemination of program and initiative outputs through reports and other knowledge translation products for Métis community and other stakeholders.
- Ensure that programs and pilot initiatives support self-determination of the MNA in program and service processes.
- Manage operational and fiscal activities of various programs, including developing and implementing project work plans and forecasting within a designated budget.
- Foster and maintain critical and collaborative working relationships with stakeholders and partners.
- Develop relationships with the Métis community with the intent of informing existing and future MNA youth programming and services.
- Manage and provide direction to a team of support and services staff; ensuring that programming and services are delivered according to projected timelines and adhere to best-practices and values of the MNA.
- Perform supervisory duties, including hiring and training staff, building staff capacity, assigning job duties, and conducting performance reviews.
- Mentor and provide effective leadership to the team.
- Other duties as required or assigned.

Skills and Competencies

- Experience with program development, implementation, and evaluation.
- Experience with large events coordination.
- Experience managing budgets, creating work plans, and preparing funding proposals.
- Recognized strength in leading and engaging teams and creating a culture that promotes development of individual and organizational capacity.
- Ability to delegate, set expectations, and monitor progress of direct reports.
- Ability to identify issues and implement creative solutions.
- Excellent analytical thinking, planning, prioritization, and execution skills.
- Strong organizational and time management skills, with the ability to manage priorities and meet deadlines.
- Ability to produce professional documents, reports, and presentations.
- Exceptional verbal, written, listening, and interpersonal communication skills.
- A proven track record of building collaborative partnerships with a variety of internal and external stakeholders, including government, industry, service providers, and community.
- Positive, empathetic, and passionate about connecting youth with their culture.
- Strong cultural sensitivity and ability to engage with community members in diverse settings.
- An in-depth understanding of the Métis Nation of Alberta and Métis culture.

Qualifications

- Post-secondary baccalaureate degree in a related field is preferred.
- Minimum 4 years' experience developing and implementing programs and large events.
- Minimum 3 years' experience leading a team.

Other Requirements

- Position will be based in Edmonton, AB.
- Ability to work a flexible schedule, including evenings and weekends.
- Ability and willingness to travel within Alberta (20% travel). Additional, less frequent out-of-province travel may also occur, with advanced notice.
- Reliable transportation and a valid class 5 driver's license.
- Clear Vulnerable Sector Check, Criminal Record Check, and Child Intervention Record Check is required.

What We Offer

- An opportunity to work for the newly ratified Otipemisiwak Métis Government and be a part of the largest Indigenous Government in Canada.
- An opportunity to learn about Métis culture, languages, and art.
- Meaningful work in a fun and supportive work environment.
- Training and professional development opportunities.
- A comprehensive benefit package and employer contributions to Pension Plan.
- 3 weeks paid vacation.

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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.