



METIS SETTLEMENTS GENERAL COUNCIL EMPLOYMENT OPPORTUNITY “Conservation Initiatives Assistant”

Opening Date: January 7, 2019
Closing Date: January 21, 2019 at 4:30 p.m.
Rate of Pay: To commensurate with education and experience
Reports to: MSGC Central Consultation Coordinator and MSGC Executive
Term of Employment: January 28, 2019 – March 31, 2019 (with possibility of extension)

Background:

Alberta is home to the only recognized Metis land base in Canada. There are eight Metis Settlements in Alberta, comprising 512,121 hectares (1.25 million acres). The Settlements are located primarily in the east-central and northern areas of the province. As of 2015, there were approximately 5,000 residents on Metis Settlements. The Metis Settlements General Council is the central governance organization for the eight Metis Settlements in Alberta. The MSGC has four elected Executive Officers which handle the day-to-day governance issues. The Executive sit as non-voting members of the Board of Directors and the General Council Assembly. The Executive is accountable to the Assembly and through it, the member residents of the eight Settlements. The MSGC is a dynamic organization that operates at a high level and at a fast pace.

Objective:

The Metis Settlements General Council (“MSGC”) is seeking a Conservation Initiatives Assistant. This position will assist the MSGC Central Consultation Coordinator, the Metis Settlements Consultation Offices, the MSGC Board and Assembly in engaging in and applying for funding under the national Conservation 2020 initiative. The position will identify funding and engagement opportunities, compile and coordinate the necessary information for these opportunities, and assist the MSGC Central Consultation Coordinator and Metis Settlements Consultation Offices in successfully participating in these opportunities. The Conservation Initiatives Assistant will also work closely with the MSGC’s Climate Leadership team and the Settlements’ Environmental Monitoring programs.

Duties and Responsibilities

- Research and become the subject-matter expert on current funding and engagement initiatives with respect to Canada and Alberta’s commitments under the “Conservation 2020 targets”;
- Identify opportunities for Metis Settlements and/or the MSGC to participate in conservation related funding and engagement initiatives;
- Compile and coordinate information pertinent to the identified opportunities;

- Assist Metis Settlements and MSGC in applying for and reporting on conservation related grants;
- Liaise with both provincial and federal government on identified opportunities and the status of any applications made by Settlements and/or the MSGC;
- Other duties as assigned.

Conservation Initiatives Assistant Qualifications

The Conservation Initiatives Assistant must have proven organizational skills, writing skills, and public service experience (experience dealing with clients/public). He/she must have a strong work ethic and be dependable. Adaptability and flexibility are also essential. The following are required:

- Familiarity with the role of federal and provincial governments in the management of Crown lands;
- An understanding of Metis Settlements culture and history;
- Familiarity with Traditional Land Use studies;
- Familiarity with the different types of provincial and federal parks and protected areas;
- Familiarity with the Alberta Township System and an understanding of mapping;
- Ability to write funding proposals;
- Ability to undertake research and synthesize information while under tight timelines;
- Must have excellent computer skills, including proven experience with word processing, spreadsheet, database, and related software preferably in a Microsoft environment;
- Familiarity with ArcGIS and/or Google Earth Pro will be considered an asset.

This is a grant-funded position until March 31, 2019 with a possibility of extension.

Resume Submission Instructions

Please submit your resume, covering letter and references electronically, in PDF format, to:
Brenda Sayers, Corporate Services bsayers@msgc.ca
Suite 101, 10335-172 Street Edmonton, AB T5S 1K9

Should you have questions, please email bsayers@msgc.ca or call 1-888-213-4400.