



## Metis Settlements General Council – LTA Assistant

Job Status: Full-Time

Salary Range: \$55,000 - \$65,000/Annual\*

\*To commensurate with Education and Experience

As the LTA Assistant, you will report to the LTA Team Lead and assist with the day-to-day coordination of LTA-related activities.

### What is the LTA?

The LTA, short for Long Term Governance & Funding Arrangements Agreement, was signed on July 4, 2013 and provides a minimum of \$85 million in funding to the Settlements over a ten-year period. As part of MSGC's commitments, **MSGC has agreed to contribute 28.5 million towards infrastructure and housing within the Settlements. The 28.5 million is a shared cost between MSGC and the GOA.** Funding for all other initiatives will be provided through the LTA. Specific Government departments have also provided additional funding for various initiatives contained in the schedules which cover issues ranging from Infrastructure, to Housing, to Education, and more.

### Responsibilities include:

- Assist in providing information regarding the LTA to staff members, new hires, and external stakeholders.
- Design, implement and monitor systems as directed by the LTA Team Lead, to track deliverables and outcomes.
- Generate correspondence (ie: memos, emails, reports) when directed.
- Make presentations as required.
- Coordinate meetings as required.
- Respond to questions and requests for information as directed.
- Record and maintain meeting notes as directed.
- Develop documents for effective communication to stakeholders.
- Develop Powerpoint presentations.
- Update the MSGC website as required.
- Perform other tasks related to the LTA.

### Qualifications & Skills Equivalencies:

- Knowledge of the Metis Settlements and governing legislation.

- 1-3 years of administrative experience. A post-secondary diploma or degree in public/business administration, political science, or a related field. Equivalencies will be considered.
- Financial Administration or Accounting course completion are considered assets.
- Proficiency in MS Office with expertise in Microsoft Word, PowerPoint and Excel.
- Proficiency with website editing, design and development.
- Detail oriented and comfortable working in a fast-paced office environment.
- Exceptional writing skills.
- Exceptional communication skills.
- Superior organizational and time management skills.

\*Position ends on March 31, 2019 but may be extended pending budget approval\*

**Applications may be submitted to:**

Brenda Sayers  
Director of Corporate Services  
Email: [bsayers@msgc.ca](mailto:bsayers@msgc.ca) Fax: 780-489-9558

Deadline for applications: Monday, January 21, 2019 @ 4:30 p.m.