



## Metis Settlements General Council

### EMPLOYMENT POSTING

Metis Settlements General Council  
Climate Leadership Coordinator (CLC) – Part-time/Parental Leave  
Edmonton, AB

**REPORTS TO:** MSGC Executive

**DATE POSTED:** May 6, 2019

**POSTING ENDS:** May 21<sup>st</sup>, 2019 @ 4:30 p.m.

**SALARY:** Dependent on Qualifications

**EXPECTED START DATE:** May 24<sup>th</sup>, 2019

#### POSITION SUMMARY:

The Coordinator, Metis Settlements Engagement on Climate Change, will work with the Metis Settlement communities to identify and share the values of our Metis Settlements and to assure that program design and delivery are built with Metis Settlements best interests in mind. The Coordinator will assist in the development and implementation of community strategies to continue building and improving Settlement capacity to participate in the Pan-Canadian Framework.

#### SPECIFIC RESPONSIBILITIES:

- Actively search and research programs (either Federal or Provincial) that are specific to Climate Change and Renewable Energy that benefit the Metis Settlements;
- Prepare professional grant submissions in a timely matter;
- Keep up to date on reporting of deliverables as necessary;
- Prepare briefs and monthly reports as directed by the MSGC Executive;
- Regularly attend all meetings and document;
- Facilitate workshops;
- Liaison with government, Indigenous organizations, leadership;
- Work with MSGC Climate Monitoring Coordinator as necessary.

#### REQUIRED QUALIFICATIONS:

- Demonstrated ability and/or certification in subject matter;
- Proficiency in the use of Microsoft suite of computer programs;
- Excellent verbal and written communication skills, strong analytical and organizational skills.

#### DECISION MAKING AUTHORITY:

This position plays an integral role in the development, dissemination and execution of the MSGC's overall strategy in the areas of climate change.

- Knowledge of federal and provincial climate change policies;
- Grant/report writing, and brief submissions.



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### EDUCATION & EXPERIENCE:

Grade 12 Diploma with 1-2 Years College/University and/or relevant experience  
3 to 5 years in Proposal Writing  
3-5 years Administrative Background

### PERSONAL CHARACTERISTICS:

- Behave Ethically: Understand ethical behaviour and business practices and ensure own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization.
- Build Relationships: Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization.
- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.
- Lead: Positively influence others to achieve results that are in the best interest of the organization.
- Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

### WORKING CONDITIONS:

- Will require work in an office environment as well as an outdoor environment;
- May be required to work some overtime hours to attend Settlement Community meetings; trade shows, presentations;
- Must be willing to participate in subject matter training;
- Must be willing to travel and work evenings on an as needed basis;
- Will require own reliable transportation and business insurance.

### HOURS & REQUIREMENTS:

- Part -time (21 hours per week) until June 30, 2019;
- Full-time (35 hours per week) from July 1, 2019 – September 15, 2019

Please submit your cover letter and resume in .pdf format to:

**Brenda Sayers**  
Corporate Services  
[bsayers@msgc.ca](mailto:bsayers@msgc.ca)

Phone: 780- 822-4096

Fax: 780-489-9558

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