



## Metis Settlements General Council

### EMPLOYMENT POSTING

Metis Settlements General Council  
Climate Leadership Program Assistant  
Edmonton, AB

**REPORTS TO:** Director Climate Leadership

**DATE POSTED:** September 9<sup>th</sup>, 2019

**POSTING ENDS:** September 16th, 2019 @ 4:30 p.m.

**SALARY:** Dependent on Qualifications

**EXPECTED START DATE:** September 21, 2019

#### POSITION SUMMARY:

The Climate Leadership Program Assistant will work directly with the Director Climate Leadership to assure that program design and delivery are built with Metis Settlements best interests in mind. The Assistant will aid in the development and implementation of community strategies to continue building and improving Settlement capacity.

#### SPECIFIC RESPONSIBILITIES:

- Actively search and research programs (either Federal or Provincial) that are specific to Climate Change, Climate Monitoring and Renewable Energy that benefit the Metis Settlements General Council and the Metis Settlements;
- Assist and prepare professional grant program submissions in a timely matter;
- Keep up to date on reporting of deliverables as necessary;
- Prepare reports as directed by MSGC Executive and Director Climate Leadership;
- Regularly attend all meetings and document (agenda/minutes);
- Coordinate and assist with facilitation of workshops;
- Keep accurate records on programs in progress;
- Liaison with Government of Alberta, Metis Settlements Communities and Industry.

#### REQUIRED QUALIFICATIONS:

- Demonstrated ability and/or certification in subject matter;
- Proven ability in working and assisting with program grants;
- Excellent proficiency in the use of Microsoft suite of computer programs;
- Outstanding verbal and written communication skills;
- Strong analytical and organizational skills.

#### EDUCATION & EXPERIENCE:

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



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### 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.
- Be creative.

### 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, work occasional weekends and work evenings on an as needed basis;
- Will require own reliable transportation and business insurance.

### HOURS & REQUIREMENTS:

- Full-time (35 hours per week) from September 9, 2019 to March 31, 2020. With the possibility of extension.

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

**Charlene Holmes**  
Director Climate Leadership  
[cholmes@msgc.ca](mailto:cholmes@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.***