



Metis Settlements General Council

CONSULTATION AND HARVESTING ASSISTANT

TEMPORARY FULL-TIME EMPLOYMENT POSTING

DATE POSTED: July 16, 2024

CLOSING DATE: July 30, 2024

REPORTS TO: MSGC Central Consultation and Harvesting Coordinator

STARTING SALARY: \$50,000-\$65,000

Job Overview

The Metis Settlements General Council (“MSGC”) is seeking a Consultation and Harvesting Assistant with a specialty in genealogic research.

This position will provide technical and administrative support the Central Consultation and Harvesting Coordinator, with particular attention in genealogy, assist with the Harvesting Committees and organizing and managing a database of archival and other documents.

The successful candidate must be passionate about Metis history, have excellent organizational skills, very good reading/writing skills, and meticulous attention to detail. The ideal candidate must also have a strong work ethic and be dependable. Adaptability and flexibility are also essential.

Duties and Responsibilities

- Assist in coordinating group training and other capacity building initiatives for Metis Settlement consultation technicians;
- Create genealogical information on family trees as needed for the purpose of harvesting for settlement members;
- Assist in coordinating meetings and information exchange for Metis Settlement consultation technicians;
- Provide technical and administrative support for Metis Settlement consultation technicians;
- Assist in coordinating meetings for the MSGC Consultation and Harvesting Committees;
- Develop agendas, take meeting notes, and draft meeting summaries for MSGC Consultation and Harvesting Committees’ meetings;
- Data entry;
- Organizing and filing archival and other research documents;
- Summarize and categorize research materials;
- Provide verbal and written updates to Central Consultation and Harvesting;
- Provide technical and administrative support to the Central Consultation and Harvesting Coordinator;
- Assist in identifying, applying for, and reporting on funding to support consultation and harvesting related activities; and
- Other duties as assigned.



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Knowledge, Skills and Abilities Required

- Must have a minimum of 3 years overall related work experience, preferably in an administration, finance, historic and genealogic, or consultation-related position;
- Must be familiar with the procedural aspects of the Crown's duty to consult with Aboriginal communities;
- Must be familiar with Traditional Land Use studies, their methodology and purpose;
- Must be proficient in Microsoft Office 365 Suite;
- Must have good written and verbal communication skills;
- Ability to manage and prioritize several assignments at one time in order to deliver on time and within budget;
- Ability to monitor costs, including control of project schedules and budgets;
- Ability to develop grant/funding reports in coordination with grant managers;
- Knowledge and understanding of all of relevant funding programs and reporting requirements;
- Must demonstrate the ability to work with a high level of tact and discretion; and
- Have experience working with Metis communities, organizations and governing bodies and other levels of Government.

Background:

Alberta is home to the only recognized Metis land base in Canada. There are eight Metis Settlements in Alberta 1.25 million acres. The Settlements are located primarily in the east-central and northern areas of the province. The Metis Settlements General Council is the central governance organization for the eight Metis Settlements in Alberta. The MSGC has two 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.

Please submit your cover letter and resume electronically to

Catherine Keill, Executive Director at execdir@msgc.ca

NOTE: CC your submission to Roy Auger, Consultation and Harvesting Director at rauger@msgc.ca

If you have any questions, please: 780- 822-4096 and ask to speak to Catherine Keill.

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