



Metis Settlements General Council

Job Posting – Economic Development Coordinator

Contracted position to March 31, 2023, with the possibility of extension to March 31, 2024, March 31, 2025, etc., subject to grants availability. Available immediately.

This competition will remain open until a suitable candidate is found. MSGC will contact only those candidates that meet or exceed the standards listed in the criteria.

Summary

Strategic level operations and oversight: Provides support to Chief Administrative Officer (CAO), Councils, Executive Committee, and the Natural Resources Canada (NRCan) point of contact, oversight of 1.0 FTE (assistant) and, cover for assistant duties as required.

Description and Duties:

Reporting directly to the CAO, the EDC co-develops work plans within the context of a federal funded grant program, the MSGC-Strategic Partnership Initiative (MSGC-SPI). The EDC engages in the following duties:

- bi-weekly reporting to the CAO;
- support the MSGC's participation as a "Limited Partner" under the *Partnerships Act, Alberta*, maintaining (quarterly, annual) reporting relationships with the newly formed Metis Settlements Limited Partnership;
- project co-development with the project advisor at Natural Resources Canada;
- development of fee for service contracts with Settlements and service providers for consideration of the CAO and Executive Committee;
- issue Requests for Proposals, Requests for Quotation, Requests for Qualification, and/or Requests for Standing offer on a competitive platform such as the Alberta Purchasing Connection or other procurement website;
- provide facility for evaluation of competitions and vendor selection, by political authority or the CAO;
- co-author project plans and reports with Natural Resources Canada and other contributors;
- present plans and reports to administrators, the General Council, or other stakeholder groups as necessary;
- support engagement with the Settlement Sooniyaw Corporation as the primary shareholder to the Metis Settlements Development Corporation; and, assist in ensuring the safeguarding of Board selection systems in compliance with the *Partnerships Act*;
- ensure MSGC organizational values and capacities are reflected in the co-managed environment with the NRCan point of contact;
- set up opportunities for project extension and renewal; look for value added programming of common interest and intention with Canada;
- build strong professional working relationships with Settlement points of contact (administrator or delegate), the CAO, NRCan delegate, and the Economic Development assistant;
- develop communication protocols and tools under the oversight of the Chief Administrative Officer;
- course and curriculum development for entrepreneurs;



Metis Settlements General Council

- manage intake, promotion, and communications of the Open Entrepreneurship group, including co-hosting of the bi-weekly prize draw with NRCan;
- understand the data entry process as a backup to the administrative support in the LinkedIn Learning environment;
- maintain primary relationship to the CAO, and co-report to the Executive Committee with the federal liaison, and co-report to the General Council as frequently as necessary;
- other outreach and administrative duties as necessary, pertaining to representation of the MGSC in national, provincial, or multi-stakeholder policy development;
- Support for Freedom of Information and Protection of Privacy requests; and,
- Other duties as assigned by the Chief Administrative Officer.

Key Performance Indicators

KPI1: establish regular Settlement outreach, measured in meetings with communities, Councils, administrators, executive, or Assemblies per year; Current is 6. Goal is 20.

KPI2: regular meetings with co-developer (Natural Resources Canada), for plan adaptation and negotiated activities.

KPI3: Drive outcomes in Settlement Contract engagement – assist Settlements in meeting commitments and plans under fee for service agreements.

Education and Experience

The ideal candidate possesses a degree in business, commerce, management, economics or applied sciences; and has a good understanding of the history, culture, legislation and policy of the Metis Settlements. The candidate understands ethics and best practices in economic development. The candidate understands international financial reporting standards (IFRS), and best practices in procurement. The candidate must be willing and able to travel to meet with the Settlement Councils; estimated travel time is up to 30% of total work.

Equivalencies considered.

Salary Range - \$75,000-\$85,000

How to Apply

To apply: email your resume with a cover letter to reception@msgc.ca with a cc: to cao@msgc.ca. Put “**Economic Development Coordinator**” in the subject line. Please provide three current references. Please indicate your available start date in your cover letter.