



METIS SETTLEMENTS GENERAL COUNCIL EMPLOYMENT OPPORTUNITY “Chief Administrative Officer”

Opening Date: September 06, 2022
Closing Date: September 20, 2022 – Or will remain open until a suitable candidate is found
Rate of Pay: To commensurate with education and experience
Reports to: MSGC Executive
Term of Employment: Position is permanent but is dependent on the MSGC budget approval process

Background:

Alberta is home to the only recognized Metis land base in Canada. There are eight Metis Settlements in Alberta, comprising 512,121 hectares (1.25 million acres). The Settlements are located primarily in the east-central and northern areas of the province. As of 2018, there were approximately 5,300 residents on Metis Settlements. 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.

Objective:

The Chief Administrative Officer (CAO) is responsible for the successful leadership and management of the Metis Settlements General Council Administration according to the strategic direction set by the Executive Officers. The CAO is primarily responsible for the management of programs and services.

Primary Duties and Responsibilities:

The CAO must have demonstrated skills and experience in the following areas;

- Team leadership
- Experience in programs and services management
- Operational planning and management
- Human resources planning and management
- Financial planning and management. Ability to apply for and manage the organization on available grant programming
- Community relations/advocacy
- Risk management

Specific responsibilities include:

- Act as a professional advisor to the Executive on all aspects of the organization’s activities. Provide briefings as requested.
- Foster effective teamwork between the Executive and the staff.

- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization.
- Ensure that the operation of the organization meets the expectations of Settlement members, General Council Assembly, Government and Funding agencies.
- Oversee the efficient and effective day-to-day operation of the organization.
- Draft internal management policies for Executive approval.
- Ensure that all MSGC files are securely stored and privacy/confidentiality is maintained.
- Plan meeting agendas/materials.
- Determine staffing requirements for organizational management and program delivery.
- Ensure that the hiring of staff is done in accordance with policy.
- Establish a positive, healthy and safe working environment in accordance with legislation.
- Work with the Executive to secure adequate funding for the operation of the organization.
- Oversee grant applications, monitoring and reporting.
- Administer the funds of the organization according to the approved budget and monitor the monthly cash flow of the organization.
- Oversight of the Oil and Gas Department.
- Establish good working relationships and collaborative arrangements with community groups, funders, politicians and other organizations.
- Ensure that the organization carries appropriate and adequate insurance coverage.
- Perform other tasks, as assigned by the Executive.

Chief Administrative Officer Qualifications

The CAO must have proven organizational and management skills. He/she must have strong written and oral communication skills. Strong leadership and relationship skills are also essential. An understanding of Metis Settlements culture, history and operations is a must.

Specific qualifications include:

- Post-Secondary credentials in Business Management, Political Science or accreditation in a related field.
- Must have a minimum of **5** years working in a Metis environment.
- Proven ability to manage and/or facilitate meetings.
- Excellent written, presentation and verbal communication skills.
- Must have excellent computer and time management skills.
- Knowledge of Federal and Provincial Legislation applicable to the Metis Settlements.
- Have experience in working with Metis Government, Metis Settlements and other levels of Government.
- Must be adaptable to working in a changing work environment, while maintaining effectiveness and efficiency.
- Must serve as a role model and mentor to staff.
- Ability to make decisions and solve problems.

Working Conditions:

- Indoor office environment but may occasionally be required to travel.
- Standard work week: Monday to Friday: 8:30 a.m. – 4:30 p.m. But also required to work evenings, weekends and overtime hours.

Resume Submission Instructions

Please submit your resume, covering letter and references electronically, in PDF format, to:

Sherry Cunningham, Vice-President **scunningham@msgc.ca**
Suite 100, 10335-172 Street Edmonton, AB T5S 1K9

DEADLINE: Sept. 20, 2022 or until a suitable candidate is found

We thank all applicants for their interest but only applicants selected to the short list will be contacted for an interview

Should you have questions, please email or call 1-888-213-4400.