



Metis Settlements General Council

Job Posting

Job Title: Consultation and Harvesting Assistant

Department: Consultation and Harvesting

Location: 10335 – 172 Street, Edmonton, AB

Reports to: Central Consultation and Harvesting Coordinator

Type of Position: Full Time Part Time

Level/Grade:

- Entry Level
 Mid-Level
 Supervisory/Managerial/Executive

Job Purpose

To provide technical and administrative support the Central Consultation and Harvesting Coordinator, Metis Settlements Consultation Offices, the MSGC Board and Assembly, and the MSGC Consultation and Harvesting Committees.

Duties and Responsibilities

- Assist in coordinating group training and other capacity building initiatives for Metis Settlement consultation technicians;
- 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;
- 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.

Knowledge, Skills and Abilities Required

- Must have a minimum of 3 years overall related work experience, preferably in an administration, finance, 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 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;
- 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;
- Have experience working with Metis communities, organizations and governing bodies and other levels of Government.

Working Conditions and/or Physical Requirements

- Indoors and Outdoors: Office and Field Environment
- Repetitive Tasks
- Monday to Friday 8:30am – 4:30pm
- Must be willing to work at the MSGC office in Edmonton
- Occasional travel will be required
- Overtime as required (must be pre-approved)

Salary and Benefits

\$60,000 per year plus a comprehensive benefits package after successful completion of three-month probationary term.

To Apply

Please submit a resume and cover letter outlining your experience and interest in this position to Erin McGregor: consultation@msgc.ca

Closing date is **January 27, 2023 at 4:30PM**.

This position is grant-funded and contingent on external funding. Only candidates selected for an interview will be contacted.