



# Métis Nation of Alberta

*A strong Métis Nation embracing Métis rights*

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## **Manager of Community Wellness**

**Location:** Métis Nation of Alberta Provincial Head Office (Edmonton)

**Closing Date:** December 12, 2021. Closing date will be extended as needed to find the right candidate

**Position Status:** Full Time (40 hrs per week)

## **The Organization**

Since its inception in 1928, the Métis Nation of Alberta (MNA) has governed the Métis within Alberta. The MNA is led by a democratically elected Provincial Council, comprised of a Provincial President, a Vice-President, and six regional Presidents and Vice-Presidents. This Council works toward the mandate of the MNA, supporting practices of transparency, accountability, and inclusiveness for Métis Albertans in governments' policy and decision-making processes. The MNA promotes and facilitates the advancement of Métis people through self-reliance, self-determination, and self-government. For more information about the MNA, visit <http://www.albertametis.com>.

## **The Opportunity**

The Manager of Community Wellness, under the direction of the Senior Manager of Health, is responsible for the development and implementation of community supports / services and pilot intervention initiatives aimed at supporting the health and wellbeing of Metis Albertans. The Manager of Community Wellness oversees a team of front-line support and services employees that work to coordinate and deliver health programming and services in response to the priorities and experiences of Métis Albertans.

## **Key Responsibilities**

- Manage and provide direction to a team of support and services staff; ensuring that programming and services are delivered according to projected timelines and adhere to best-practices, ethical principles, and values of the MNA.
- Perform supervisory duties, including hiring and training staff, building staff capacity, assigning job duties, and conducting performance reviews.
- Collaborate with the Senior Manager of Health and/or Director of Health to develop proposals and identify funding opportunities for community supports and pilot initiatives.
- Ensure that programs and pilot initiatives align with the principles of ethical Métis research and support self-determination of the MNA in program and service processes.

- Responsible for the development and implementation of annual project work plans, including project spending and forecasting within a designated budget.
- Responsible for the development of programs and services in collaboration with the Senior Manager of Health and/or the Director of Health.
- Oversee the coordination of program evaluation in collaboration with the Senior Manager of Health and/or Director of Health.
- Support the creation and submission of abstracts, posters, and presentations for national and international conferences.
- Support the creation of a communication strategy, in collaboration with the Senior Manager of Health and the MNA Communications department, to ensure appropriate access and delivery of programming and services.
- Support the dissemination of program and initiative outputs through reports and other knowledge translation products for Métis community and other stakeholders.
- Support community knowledge dissemination and health literacy through the development and implementation of province wide community health events, including the annual Health Forum and the Annual General Assembly.
- Foster and maintain critical and collaborative partnerships in academic and health care sectors/organizations.
- Develop relationships with the Métis community with the intent of informing existing and future MNA health programming and services.

### **Skills & Competencies**

This position requires a motivated, confident, and driven individual who is passionate about Métis wellness and culture, and has excellent program development, project management, interpersonal, communication, and writing skills.

- Experience facilitating workshops, community conversations, and public presentations.
- An in-depth understanding of the MNA and Métis culture.
- Exceptional verbal, written, and listening skills.
- Ability to produce professional documents, reports, and presentations.
- Proven track record of building collaborative partnerships with a variety of internal and external stakeholders, including government, industry, service providers, and community.
- Strong interpersonal skills.
- Strong cultural sensitivity and ability to work collaboratively with community members.
- Strong political sensitivity and awareness, with the ability to deal with confidential information.
- Ability to identify issues and implement creative and strategic solutions to overcome problems.
- Ability to work effectively in a stressful environment and communicate and respond calmly in difficult situations.
- Ability to respond quickly in a dynamic and changing environment, with demonstrated time management skills. Ability to remain organized, multi-task, and manage time effectively under tight and competing deadlines.
- Sound analytical thinking, planning, prioritization, and execution skills.
- Ability to be flexible, adaptable, and work independently.

- Recognized strength in leading and engaging teams; creating a culture that promotes development of individual and organizational capacity.

### **Qualifications**

- Post-secondary degree in a health, social sciences, or related field; or proven work experience.
- Minimum two-years experience in a management role.
- Minimum two-years experience leading a team.
- Front line health and wellbeing management experience is an asset.
- Experience with identifying, developing, and implementing program and service initiatives, securing grant funding, and project management.
- Previous budgeting and forecasting experience is an asset.

### **Other Requirements**

- Ability to work a regular schedule of Monday to Friday 8:30 – 4:30, as well as occasional evenings and weekends.
- Ability and willingness to travel within Alberta. Additional, less frequent, out-of-province travel may also occur, with advanced notice.
- Reliable transportation and valid Class 5 Driver's License.
- Must provide Criminal Record Check and Vulnerable Sector Check.

### **What we have to Offer you**

- The opportunity to work with a non-profit Indigenous organization and be part of an exciting journey towards self-government.
- Learnings about Métis history and culture and the opportunity to enjoy a rich Indigenous cultural experience.
- Opportunity to work community events.
- Personal development.
- Competitive compensation.
- A comprehensive benefit package and employer contributions to Pension Plan.

To apply for this opportunity, please apply online at <http://albertametis.com/careers/>.

*The Métis Nation of Alberta thanks all applicants for their interest. Only applicants selected for an interview will be contacted. No phone calls please.*