



An Affiliate of the Métis Nation of Alberta

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Early Years Cultural Experience Coordinator

Location: Métis Crossing, Smoky Lake, AB

Closing Date: Until Suitable Candidate Found

Position Status: Full time, Permanent

The Opportunity

Métis Crossing is Alberta's first major Métis destination where we share and celebrate the Métis culture with all people! With its unique design that combines both traditional and contemporary Métis craftsmanship, The Lodge at Métis Crossing is a special blend of comfort, culture, and Métis history. Directly adjacent to the Métis Crossing Cultural Gathering Centre, our 40-room boutique lodge offers scenic views overlooking the majestic North Saskatchewan River, the very route used by our Métis ancestors as they gathered at this very spot. The Lodge offers a Bistro for coffee and express breakfast, as well as a Lounge for cocktails and light snacks.

Métis Crossing is looking for a full time Early Years Coordinator that will support the development and implementation of Métis Crossing's Early Years Programs. Reporting to the Cultural Experience Manager, the position will be responsible for developing and implementing Early Years programming that acknowledges and supports the unique experiences, culture, and history of Métis Albertans. This includes the development and implementation of inclusive family community events and other initiatives identified through community engagements and best practices. The successful applicant will have experience with development, implementation, and evaluation of programs, event and engagement planning, strong writing and interpersonal skills, a passion for early learning and literacy, and a desire to improve early learning outcomes for Métis Albertans.

Key Responsibilities

- Collaborate with the Cultural Experience team to develop and expand Early Learning Programming, ensuring that programming and services are delivered according to projected timelines and adhere to best-practices and values of Métis Crossing.
- Assist and coordinate Métis Crossing Early Years communication plan in collaboration with Métis Crossing's Marketing and Communications department.
- Implement engaging Early Learning experience to a diverse audience of visitors to Métis Crossing
- Responsible for developing and maintaining program documents including, but not limited to, program templates, processes, and other resources that guide programs.

- Support the dissemination of program and initiative outputs through reports and other knowledge translation products for Métis community and other stakeholders.
- Foster and maintain critical and collaborative partnerships with both internal and external stakeholders.
- Ensure deliverables, reporting, and deadlines are met.
- Support in the development, planning, organizing, and implementation of provincial family events.
- Collaborate with the Cultural Experiences Manager to develop proposals and identify funding opportunities for community supports and pilot initiatives.
- Assists with planning and implementation of community engagements, as required.
- Support other Métis Crossing initiatives and other duties as required.

Skills and Competencies

The Early Years Coordinator position requires a motivated and organized individual who enjoys being part of a diverse team and has a passion for Métis children and families. This position requires the Early Years Coordinator to have excellent interpersonal communication skills, attention to detail, and problem-solving abilities to develop and maintain programs effectively.

- An in-depth understanding of the Métis Crossing and Métis culture.
- Experience with program development and implementation.
- Ability to design and implement engaging visitor experiences.
- Experience creating and implementing events and community engagements.
- Experience with report writing and grant proposals an asset.
- Ability to produce professional documents, reports, and presentations.
- Strong organization and time management skills, with the ability to manage deadlines.
- Exceptional verbal, written and listening skills.
- Ability to identify issues and implement creative and strategic solutions to overcome problems.
- Sound analytical thinking, planning, prioritization, and execution skills.
- Ability to work independently and in a team environment.
- Strong interpersonal skills.
- Culturally sensitive and compassionate.
- A proven track record of building collaborative partnerships with a variety of internal and external stakeholders, including government, industry, service providers, and community.

Qualifications

- Post-secondary degree in early learning, Education, Human, or Social Services or related field is preferred; however, equivalent experiences will be considered.
- Three years' experience in a similar role.
- Indigenous Awareness Training is an asset.

Other Requirements

- Successful candidate must be able to work in Smoky Lake County at Métis Crossing.
- Availability to work evenings and weekends on occasion.
- Must be willing to travel within Alberta and work irregular hours, on occasion, to meet project needs.
- Must have a valid Class 5 Driver's License as well as an operational vehicle.
- Must be able to obtain a Clear Criminal Record Check with Vulnerable Sector Check.
- Must be able to obtain a Clear Child Intervention Record Check required.

What we Offer

- The opportunity to work with an Indigenous organization and be part of an exciting journey towards self-governance.
- The opportunity to contribute to one of Alberta's most exciting tourism destinations in the making.
- Learnings about Métis history and culture, and a rich Indigenous cultural experience.
- Personal development opportunities.
- A comprehensive benefit package and employer contributions to Pension Plan.
- Three (3) weeks paid vacation.

Please apply online at <http://albertametis.com/>.

Métis Crossing thanks all applicants for their interest. Only applicants selected for an interview will be contacted. No phone calls please.