



# JOB OPPORTUNITY

POSITION TITLE:

**Project Coordinator**

DEPARTMENT:

**Health**

LOCATION:

**Saskatoon**

ACCOUNTABLE TO:

**Director of Health**

TERM:

**This is a one-year term full-time position funded by the Canadian Partnership Against Cancer (CPAC) – subject to renewal pending funding.**

## The Government

*Métis Nation-Saskatchewan (MN-S) represents the political, socio-economic, cultural and educational interests of the province's approximately 80,000 Métis citizens through a representative system based on 12 Regions and approximately 130 Locals, under a Constitution enacted in 1993.*

*The governance structure includes a four-person Executive and a Cabinet – the "Provincial Métis Council" (PMC) – which is composed of the Executive, elected officials from the 12 Regions plus appointees for Women and Youth.*

*MN-S was incorporated in 2000 and has worked towards implementing Métis self-government through litigation and strategic partnerships with government. MN-S strives for political, legal and constitutional recognition, and guarantee of the rights of its people, including the right to a land and resource base, self-government and its related institutions.*

*MN-S represents Métis people in their quest for equitable, socio-economic development within the province of Saskatchewan. This includes but is not limited to: advocating on behalf of Métis citizens; entering into agreements with industry and the federal and provincial governments; accessing resources to carry out projects and activities; acting as the administrative body for its citizenry, and; promoting health and well-being, housing, education, and governance initiatives.*

*The role of Métis citizens in governance is to establish, amend and enforce the Métis Nation of Saskatchewan Constitution, to organize Métis citizens in their respective communities, and to participate positively in building the Métis Nation.*

## Brief Overview

Métis Nation-Saskatchewan develops and enhances opportunities for our Métis communities by promoting and implementing culturally relevant health and well-being programs and services. Through teamwork, respect, dedication, accountability, integrity, and professionalism MN-S strives to build a proud, self-governing, sustainable Nation in recognition of Inherent Rights for our Métis Citizens.

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**Métis Nation**  
Saskatchewan

Under the general supervision of the Director of Health, the Project Coordinator is responsible for managing and coordinating the process of planning and development of a Métis Cancer Strategy Development and Practice Change Implementation Initiative.

The primary objective of the Project Coordinator (PC) is to develop and manage project-specific workplans and act as a liaison between MN-S, Métis communities, and the project partners. The PC will facilitate need assessment and community engagement with Métis citizens, communities, and other stakeholders related to this project. This will allow the communities to identify the cancer experiences and outcomes for Métis patients and families in Saskatchewan.

### **Key Attributes:**

- Positive and professional demeanor
- Embraces challenges and areas of rapid growth
- Resiliency in dealing with changing schedules, timelines and financial priorities
- Adaptive to environmental or governmental priority shifts

### **Key Responsibilities:**

#### **Project Coordination**

- Coordinates and implements project delivery plan and updates project workplan and quarterly budget forecast
- Maintains awareness and understanding of community engagement, social determinants of health, public health trends, and patient-oriented research approaches
- Coordinates and actively participates in project planning and evaluation in accordance to the funding agreement
- Supports a literature review and environmental scan on Métis cancer patient needs and services available to them
- Supports the project lead in engaging with regional representative and communities regarding their specific cancer prevention issues and readiness (e.g., smoking cessation, alcohol moderation, healthy weight, nutrition, etc.)

#### **Partnership and Committee Support**

- Supports building a Steering Committee with representatives from project partners and other stakeholders including the development of a Terms of Reference as needed
- Supports the project lead in development of Memorandum of Understanding Agreements, Research Agreements and Data Sharing Agreements with Partners
- Creates and coordinates working groups and expert communities of practice to develop Métis-specific cancer strategies

#### **Community Engagement**

- Develops and implements Métis community engagement plans and processes
- Coordinates the development of community engagement tools, cancer patient and survivors interview questions and other research processes
- Identifies project stakeholders and develops a comprehensive stakeholder engagement plan
- Designs and coordinates Métis cancer patients, families and communities need assessment projects in collaboration with the partners

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- Compiles and disseminates findings from the community engagement and patients/survivors needs assessment projects
- Recognizes and pursues opportunities to engage key stakeholders and leaders in Métis communities

#### Communications

- Effectively interprets project information for internal and external communication
- Responds to stakeholders and partners inquiries relating to project information and key messaging
- Reports the results of community engagement meetings to the partners and coordinates reporting those results back to the communities
- Plans and coordinates the development and production of short videos, and resources on Métis patients/survivors experience in their cancer journey
- Drafts briefings, articles, and bulletins for communication and education purposes

#### Relationship Building

- Works with Métis regional representatives, Elders and Métis community officials to raise cancer awareness among Métis citizens and build trust between Métis communities and healthcare providers
- Networks and supports Director of Health in knowledge exchange with other Métis Nation jurisdictions
- Supports, stewards, and builds relationships with stakeholders, partners and healthcare providers to enhance their understanding of cancer experiences and outcomes for Métis patients/survivors and their families

#### Financial

- Coordinates and monitors the project budget, reports, and other related information
- Coordinates and monitors the community engagement budget and ensures that the expenditures remain within approved budget allocations
- Coordinates with supervisor and the Finance Department on funding sources and grant development to ensure the continuous delivery of services

#### Qualifications

- Bachelor's degree or preferably a Master's degree from a recognized university with a background in project management, Indigenous/Aboriginal studies, community health, public health, and/or a related discipline and 3-5 years of working experience in the project management and strategic planning.
- Candidates with a minimum of a 4-year Honours Bachelor's degree will be considered with directly related working experience with managing projects in Métis communities.
- An equivalent combination of education and/or experience may be considered, if it directly relates to the essential duties and responsibilities.

#### Skills and Knowledge

- Knowledge of Métis Nation culture, history, and tradition
- Knowledge of the Michif language would be an asset
- Demonstrated strategic thinking, budget development, financial and project management/ skills
- Excellent research, analytical, problem-solving and strategic planning skills

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- Knowledge of models of Indigenous/Aboriginal governance, trends, Indigenous funding programs, and issues facing Metis or Indigenous peoples in Canada
- Demonstrated knowledge and experience in community engagement, evaluation and strategic planning
- Demonstrated ability to apply qualitative research and analysis techniques
- Excellent oral and written communication skills to prepare submissions and present information clearly
- Proven organizational skills, be a self-starter who can work independently and in a team environment that is dedicated to excellence
- Ability to be flexible, and meet new challenges in a demanding and dynamic environment
- Commitment to organizations learning, training and education
- Knowledge of computer and software to access the Internet as a research tool and to prepare documents using various software programs
- Willingness to work flexible hours and may include evenings and weekends
- Modeling healthy boundaries with empathy and compassion
- **Required:**
- Must undergo a Criminal Record and Vulnerable Sector Check
- Valid Saskatchewan driver's license, reliable transportation, insurance
- Must have completed or willing to complete CPR certification
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Please apply by sending your cover letter, resume and salary expectations to Métis Nation - Saskatchewan. Email the documents to [hr@mns.work](mailto:hr@mns.work). With respect, only those applicants that will be interviewed will be contacted.

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