



Job Description: Education Consultant Level 2

POSITION TITLE: Education Consultant Level 2

DEPARTMENT: Early Learning and Child Care

CLASSIFICATION: MGO-06 to MGO-07

SALARY RANGE: \$66,000.00 to \$89,632.00 Per Annum

POSITION TYPE: Full-time, Permanent

LOCATION: Saskatoon

ACCOUNTABLE TO: ELCC Director

Brief Overview:

Under the direction of the MN–S Senior Director of Early Learning and Child Care, Métis Nation–Saskatchewan is seeking a strong team player committed to quality service, to carry out objectives and to provide a range of services as the Education Consultant. This full-time position will be based at the Métis Nation–Saskatchewan office in Saskatoon, SK.

Key Responsibilities:

- Report to the MN–S Directors of Early Learning, Education, Post-Secondary Education
- Contribute to the development and implementation of educational resources
- Provide guidance and support to MN–S regional education initiatives
- Collaborate with school divisions in the implementation of Métis education
- Lead MN–S early learning and education projects or programs
- Contribute to budget programming and analysis
- As an Early Learning Education team member, develop and set strategic goals and objectives in coordination with the ELCC-Education-PSE strategic plan
- Prepare reports which may include monthly, quarterly, and annual reports on early learning and educational outcomes
- Create and review project documentation and coordination of service delivery to ensure compliance with funding directives and guidelines

Métis Nation–Saskatchewan (MN–S)

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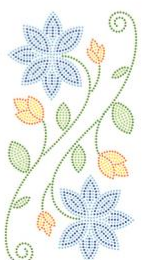
- Prepare and provide ongoing program supports and data to ensure successful project delivery and administration
- Develop Briefing Notes for department and provincial discussions
- Build and maintain strong partnerships with early learning and education service providers across the province
- Other duties/responsibilities as determined by the Directors of Early Learning and Child Care, Education and Post-Secondary Education

Qualifications:

- Bachelor's Degree in Education or Early Childhood Educator Level 3 and minimum 2 years experience in educational role
- Advanced computer skills including knowledge of Adobe and Microsoft Office programs Outlook, Word, Publisher, Excel, and PowerPoint

Knowledge and Skills:

- Knowledge of Métis culture
- Knowledge of general office policies and procedures
- Strong communication skills including speaking, writing, and active listening skills
- Strong computer skills (including Microsoft Word, Excel, database software, electronic communication tools such as Microsoft Outlook)
- Proficiency with basic office equipment
- Strong time-management skills along with the ability to prioritize daily tasks, organizational skills, and effective decision-making abilities
- Willingness to work within a team environment
- Professional telephone etiquette
- Skills in general administrative functions, including accurate typing, filing, ordering office supplies, maintaining office supplies and equipment
- Exceptional written and oral communications skills
- Excellent work attendance
- Sound problem solving and decision-making skills as well as attention to detail
- Interpersonal skills and an ability to demonstrate tact and diplomacy in difficult situations
- Embrace challenges and areas of rapid growth
- Resiliency in dealing with changing schedules, timelines, and financial priorities
- Adaptive to environmental or governmental priority shifts



Additional Requirements:

- Criminal background check (including Vulnerable Sector)
- Please submit resume, references, and cover letter to hr@mns.work by **11:59pm on September 15, 2022.**
- **Due to COVID19 Restrictions all applicants must be able to work remotely in a secure location maintaining client confidentiality. Only candidates selected for an interview will be contacted.**

As the government responsible for advancing rights and interests of Métis people in Saskatchewan, MN–S is committed to increasing the number of Métis employees working for the Nation. Hiring preference will be given to qualified candidates who are: Métis or another Indigenous group.

