



Job Description: Métis Guardians Program Coordinator

POSITION TITLE: Métis Guardians Program Coordinator

DEPARTMENT: Environment

CLASSIFICATION: MGO-06

SALARY RANGE: \$65,000.00 to \$77,681.00 Per Annum

POSITION TYPE: Full-time, Permanent

LOCATION: Saskatoon

ACCOUNTABLE TO: Director of Environment

Brief Overview:

Under the direction of the MN–S Director of Environment, 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 Métis Guardians Program Coordinator. This full-time position will be based at the Métis Nation–Saskatchewan office in Saskatoon, SK.

Key Responsibilities:

- Report to the MN–S Director of Environment and Program Manager
- Provide guidance and support to organizations in their environment proposal initiatives.
- Responsible for full budget take-up of the funding to address the environment, including budgeting, expenses, variance reporting, and program compliance.
- As an Environmental Team Member, develop and set strategic goals and objectives in coordination with the Environmental Team.
- Prepare reports which may include monthly, quarterly, and annual reports on environmental program delivery.
- Prepare and present sub-project executive summaries as needed/requested.
- Create and review sub-project documentation and coordination of service delivery to ensure compliance with funding directives and guidelines.
- Provide Financial and Activity Monitoring of sub-projects and provide ongoing support to ensure successful project delivery and administration.

Métis Nation–Saskatchewan (MN–S)

310-20th Street East
Saskatoon, SK S7K 0A7
306.343.8391
metisnationsk.com



- Build and maintain strong partnerships with any and all environmental companies and significant people
- Other duties/responsibilities as determined by the Director of Environment or Program Manager

Qualifications:

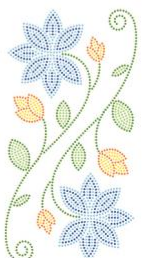
- Minimum 1-3 years experience in an administrative role or other similar position.
- Recognized course in Business Administration or related studies.
- Advanced computer skills including knowledge of Adobe and Microsoft Office programs including Outlook, Word, Publisher, Excel, PowerPoint, and Access.

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 (i.e. fax, photocopier, digital camera, shredder, and scanner)
- 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 20, 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.

