



## Job Description: Culture and Language Program Support

**POSITION TITLE:** Culture and Language Program Support

**DEPARTMENT:** Culture and Language

**CLASSIFICATION:** MGO-02 to MGO-03

**SALARY RANGE:** \$40,000.00 to \$53,779.00 Per Annum

**POSITION TYPE:** Full-time, Permanent

**LOCATION:** Saskatoon

**ACCOUNTABLE TO:** Culture and Language Program Manager

### **Brief Overview:**

The Métis Nation–Saskatchewan (MN-S) Ministry of Culture and Language is seeking a strong team player, committed to quality service to carry out objectives of the Department of Culture and Language and to provide a range of services as an Culture and Language Program Support. This position reports to the Culture and Language Program Manager and is based at the Métis Nation–Saskatchewan office in Saskatoon, SK.

### **Key Responsibilities:**

- Ability to answer a wide range of questions and provide detailed information regarding MN–S programs and supports in a courteous manner.
- Respond to phone calls and emails from MN–S citizens regarding Language and Culture programs.
- Conduct calls to applicants to confirm information and respond to inquiries.
- Work collaboratively with the MN–S Programs Coordinators team and other partners to provide feedback and program evaluation.
- Maintain files and records in accordance with MN–S protocols and confidentiality.
- Update spreadsheets and provide information where possible.
- Ability to set and manage meetings-in person and virtually.
- Minutes taking for meetings.
- Order general office supplies.
- Perform various file updates/processes.
- Create/edit/proofread document.



- Effectively represent MN–S Culture and Language department by ensuring the appropriate tone and interest is represented in communication with citizens, partners, representatives, and organizations.
- Receive and process incoming mail and faxed items.
- Prepare outgoing correspondence for mailing or courier.
- Collaborate and work together as a team with the MN–S Culture and Language department to accomplish.
- Other duties and tasks when assigned.

#### **Qualifications:**

- Post-secondary education or relevant experience in Administration, Business Administration, or relevant field..
- 2+ years of experience in an administrative role.
- 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
- Strong communication skills including speaking, writing, and active listening skills
- 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
- 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 de-escalation and conflict resolution in difficult situations
- Ability to travel

#### **Additional Requirements:**

- Valid Saskatchewan driver's license and access reliable transportation
- Must undergo a Criminal Record Check with the Vulnerable Sector
- Please **submit resume, references, and cover letter to [hr@mns.work](mailto:hr@mns.work) by 11:59 pm on March 28, 2023.**
- Must be fully vaccinated for COVID-19.

**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.**

