



Job Description: Regional Coordinator

POSITION TITLE: Regional Coordinator

CLASSIFICATION: MGO-04

SALARY RANGE: \$50,000.000 to \$59,755.000 Per Annum

POSITION TYPE: Full-time, Permanent

LOCATION: Meadow Lake

ACCOUNTABLE TO: WR1 Regional Director

Brief Overview:

Under the direction of the WR1 Regional Director, Métis Nation–Saskatchewan (MN–S) is seeking a strong team player committed to quality service, to carry out objectives and to provide a range of services as the Regional Coordinator. This full-time, permanent position will be based at the Métis Nation–Saskatchewan office in Meadow Lake, SK.

Key Responsibilities:

- Act as first point of contact.
- Provide support to WR1 community programming & engagements.
- Coordinate and schedule meetings of the Regional council.
- Establish and maintain a filing/record keeping system for the Regional office.
- Establish and maintain communications infrastructure for the Regional council.
- Ability to answer a wide range of questions and provide support in a courteous manner; providing detailed information.
- Maintain the security and confidentiality of information and documents according to established policies and procedures.
- Ability to set and manage meetings – in person and virtually.
- Perform all day to day office operations functions.
- Assist vulnerable Métis citizens in overcoming the challenges of navigating multijurisdictional human systems. This includes but not limited to housing, addictions services, social services, personal identification, mental and physical health supports, cultural supports, food security, clothing, child and family services, transportation etc.
- Other duties assigned.
- Help to support Presidents with standard IT requirements.
- Complete Authorized Travel Claims for WR1 Regional Council.
- Clean & Tidy Spaces.
- May require occasional evening or weekend hours.



Qualifications

- Minimum 2 years experience in a senior administrative role other similar level position.
- Recognized course in Business Administration, or related studies.
- Advanced computer skills including knowledge of Adobe and Microsoft Office programs Outlook, Word, Publisher, Excel, and PowerPoint.

Knowledge and skills:

- Excellent verbal and written communications skills.
- Ability to work remotely and in office.
- Ability to work as a team and independently.
- Strong organizational, analytical, and problem-solving skills.
- Knowledge of office management responsibilities, systems, and procedures.
- Excellent time management skills and ability to multitask and prioritize work.
- Attention to detail and problem solving skills.
- Knowledge of clerical practices and procedures.
- Knowledge of human resources management practices and procedures.
- Relationship management practices.
- Microsoft Office (Word, Excel, and PowerPoint).
- Valid Driver's license and access to a personal vehicle is required.
- 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 by 11:59 pm on March 23, 2023.**
- Must be fully vaccinated for COVID-19.

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.

