

**Métis Nation of Alberta**  
**Citizen Engagement Officer**

**Location:** Métis Nation of Alberta Provincial Head Office (Edmonton, AB)  
**Closing Date:** Monday, September 3, 2018  
**Position Status:** Full-time, permanent (40 hours per week)

**Organization Description**

Since its inception in 1928, the Métis Nation of Alberta (MNA) is the Métis Government for Métis Albertans with its geographical and legal boundaries being the province of Alberta. The MNA is governed by a democratically elected Provincial Council, comprised of a Provincial President, a Vice-President, and six regional Presidents and Vice-Presidents. This Council works toward the mandate of the MNA, supporting practices of transparency, accountability and inclusiveness for Métis Albertans in governments' policy and decision-making processes. The MNA promotes and facilitates the advancement of Métis people through self-reliance, self-determination and self-management. For more information about the MNA, visit <http://www.albertametis.com>.

The Métis Nation of Alberta is developing an engagement strategy to strengthen its outreach with each of the six regions and further increase communications with its 35,000+ registered citizens. Reporting to the Director of Communications and Citizen Engagement, the Engagement Officer will lead the development, planning, and execution of the engagement strategy. This position will focus on relationship-building and management of meaningful interactions with Métis citizens, leaders, communities, organizations, and other stakeholders.

**Key Responsibilities**

- Working with the Director of Communications and Citizen Engagement, develop and execute an engagement strategy targeting Métis citizens throughout Alberta.
- Oversee an online engagement portal (including coding in HTML).
- Responsible for executing the engagement strategy, ensuring achievement of milestones and deadlines.
- Supervise team providing a positive environment while achieving engagement strategy objectives.
- Manage the planning, logistics, and execution of workshops, special meetings, and conferences.
- Creatively contribute to communications-related activities (e.g. oversight of video production for social media and a weekly radio show). Compose, edit, design and produce content for website, social media, press releases, reports, newsletter articles, and other publications.
- Develop and schedule work plans in accordance with adopted engagement strategy and budgets.
- Identify, build, and maintain relationships with Provincial Council, Regional Offices, Métis Locals, Métis organizations and businesses, as well as other organizations servicing Métis citizens, to identify collaboration opportunities and create value.
- Evaluate engagement effectiveness to develop improved methodologies and processes. Devise and implement evaluation methodology, analyzing results, and recommending appropriate action.
- Prepare periodic reports on activities, milestones, and progress.
- Other duties as assigned.

### **Qualifications**

- Outstanding strategic thinker, ability to execute, self-motivated, takes initiative.
- Strong written communication skills, including content creation and editing.
- Experienced in project management.
- Ability to work both independently and with a team; resolving any issues with a positive outcome.
- High level of integrity, ethics and professionalism.
- Demonstrated experience working with diverse populations.
- Experience developing and executing strategies for public engagement and/or marketing.
- Well-developed interpersonal, public speaking, and presentation skills.

### **Education and Experience**

- Bachelor's degree in Social Sciences, Public Relations, Public Engagement, or a related field required AND two - four years of related work experience.
- Experience in research design, data collection and analysis.
- Experience with technical tools such as website content management, customer management applications, or cloud-based collaboration tools.
- Basic-Intermediate experience coding with HTML an asset.
- Demonstrated experience leading, supervising, and/or training.

### **Requirements**

- Position will be based at the Métis Nation of Alberta's Provincial Head Office in Edmonton, Alberta.
- Travel between the various regions will be a requirement. Additional, less frequent, out-of-province travel may also occur, with notice.
- Must have a driver's license as well as an operational vehicle.

**Please submit your resume to:**

**Métis Nation of Alberta**  
**#100, 11738 Kingsway Avenue**  
**Edmonton, Alberta**  
**T5G 0X5**  
[employment@Métis.org](mailto:employment@Métis.org)

The Métis Nation of Alberta thanks all applicants for their interest. Only applicants selected for an interview will be contacted. No phone calls please.