



An Affiliate of the Métis Nation of Alberta

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metiscrossing.org

## **Summer Office Administrator**

**Location:** Métis Crossing, Smoky Lake, AB

**Closing Date:** Until Suitable Candidates Found

**Position Status:** Seasonal (May – August), Full time (40 hours per week)

## **The Organization**

Métis Crossing is Alberta's first major Métis destination where we share and celebrate the Métis culture with all people! With their unique designs that combine both traditional and contemporary Métis craftsmanship, The Lodge and the Gathering Centre at Métis Crossing are special blends of comfort, culture, and Métis history. Directly adjacent to the Cultural Gathering Centre, our 40-room boutique Lodge offers scenic views overlooking the majestic North Saskatchewan River, the very route used by our Métis ancestors as they gathered here to trade. The Cultural Gathering Centre is the base for all our cultural and educational programs. The Lodge offers a Bistro for coffee and express breakfast, as well as a Lounge for cocktails and light snacks. Together they are an ideal location for corporate and government retreats as well as family gatherings.

## **The Opportunity**

Métis Crossing seeks a dynamic & expressive individual for the position of Office Administrator. This is a summer term position with an end date of September 1st, 2024. The successful applicant will maintain accurate and up-to-date files, records, and documentation. They will also provide clerical support to leadership and executive teams. Lastly, they will work on upcoming projects that will support the growth of the organization.

## **Key Responsibilities**

- Provide administrative support to the Leadership team as needed.
- Oversee and maintain office administrative processes and procedures.
- Develop, coordinate, and complete organization's administrative special projects, databases, office inventories, templates, and contact lists.
- Perform administrative functions such as filing, answering calls, and responding to emails.
- Fostering professional relationships with internal partners, stakeholders, customers, and contractors.

## **Skills & Competencies**

- Excellent communication and interpersonal skills; ability to effectively communicate both verbally and in writing with co-workers and external stakeholders.

- Excellent analytical, decision-making, and problem-solving skills; demonstrated experience in conflict management.
- Demonstrated ability to effectively manage and prioritize requests, multi-task, and meet tight deadlines and demands of unpredictable activities, capable of handling pressure and challenges in a dynamic business environment.
- Ability to maintain a high level of confidentiality in all interactions. Strong sense of ethics and the ability to handle sensitive or private information with tact and discretion.
- Strong political and cultural sensitivity.
- High level of integrity and professionalism.
- Computer literate with Microsoft Office programs and others
- Ability to work individually, as well as part of a team.
- Experience working with diverse teams of varying cultural backgrounds and ages.
- Strong organizational skills and attention to detail.

#### **Other Requirements**

- Must be returning to school full-time in the Fall 2024.
- Availability to work a mixed schedule of days, evenings, and weekends.
- Ability to work at Métis Crossing in Smoky Lake.
- Clear Criminal Record Check required.

#### **Employment Details:**

- Schedule will be based on a 40-hour work week, and may include weekdays, weekends, and holidays.

#### **What we Offer:**

- A rich Indigenous cultural experience.
- Opportunity to work at the first Major Métis cultural destination.
- Part time or casual employment during the school year.
- Training.

Please send your resume to [employmentmc@metis.org](mailto:employmentmc@metis.org)

*Métis Crossing thanks all applicants for their interest. Only applicants selected for an interview will be contacted. No phone calls please.*