



## **Consultation Events and Initiatives Assistant**

**Location:** 11738 Kingsway Avenue NW, Edmonton, AB T5G 0X5

**Closing Date:** June 2, 2025, or Until Suitable Candidate Found

**Position Status:** Full-time (40 hours/week), Permanent

The Otipemisiwak Métis Government is recruiting for a full-time Consultation Events and Initiatives Assistant. Reporting to the Research and Engagement Manager, the Consultation Events and Initiatives Assistant will work to plan department events to promote the department's reach to Citizens and foster community engagement. The successful candidate will support the Consultation department's objectives by coordinating event venues and schedules, advising on event budgets, and maintaining citizen contact lists. This position requires strong organization, problem solving and collaboration skills, and the ability to work in a fast-paced environment with multiple personalities.

## **Key Responsibilities**

- Assist with Consultation department events, with a focus on the Promoting and Increasing Cultural Safety (PICS) for Métis women, youth, and 2SLGBTQQIA+ conference.
- Develop and maintain a Citizen and Knowledge Keeper contact list for accessible use within the Consultation department.
- Develop and circulate newsletters to Métis staff, Citizens, and community members.
- Establish and maintain strong working relationships with internal and external stakeholders to coordinate and/or negotiate services including, but not limited to, Citizens, venues, catering, and guest speakers.
- Collaborate with administrative staff to ensure that administrative and clerical tasks support the department in a timely and efficient manner.
- Respond to inquiries in a professional, friendly, and supportive manner.
- Operate office equipment such as computers, photocopiers, phone systems and scanning equipment and required software such as Microsoft Outlook, etc.
- Support with planning, organizing, coordinating, and implementing various operational programs and events.
- Assist with scheduling, preparation, set-up, and take-down of in person and virtual meetings and conferences, including venue bookings, arranging catering, and setting up audio-visual equipment.
- Assist in the organization and compilation of data for various reports, projects, and briefing notes.
- Draft internal and external correspondence including, but not limited to, contracts related to events, meeting agendas, legal documents, letters, reports, briefing notes.
- Review documents, reports, invoices, and correspondence prepared for Executive signatures, and edit and distribute them as directed.
- Perform clerical functions such as preparing correspondence, arranging conference calls, and scheduling meetings.
- Answer incoming phone calls and respond to telephone inquiries with tact and professionalism.

- Support logistical coordination and procurement of materials and supplies for meetings, events, and general office use.
- Present a positive and professional image of the organization when interacting with employees, citizens, visitors, and other external stakeholders.
- Other duties as required or assigned, including assisting on administrative duties on occasion.

### **Skills & Competencies**

- Strong computer skills with an aptitude for using new software.
- Proficient in Microsoft Office programs (including Word, Excel, and SharePoint).
- Strong interpersonal skills and ability to establish strong working relationships.
- Ability to maintain filing systems, databases, and tracking processes.
- Strong written and verbal communication skills, including professional email etiquette.
- Ability to produce professional documents, reports, and presentations.
- Flexible and adaptable to work in a diverse and fast paced environment.
- Ability to work independently as well as part of a team.
- Strong sense of ethics and the ability to maintain a high level of confidentiality in all interactions.
- Political and cultural sensitivity specific to Métis experiences, including knowledge of Métis history, culture, and issues affecting Métis people. An in-depth understanding of the MNA and Métis culture, people, and values is an asset.

### **Qualifications**

- Administrative certificate/diploma or education in a related field is an asset. Other relevant training or experience is considered valid.
- Minimum two years of event planning experience required. Experience may include volunteer experience.
- 1-2 years of administrative experience, preferably within a government, non-profit, or Indigenous organization is considered an asset.

### **Other Requirements**

- Ability to work regular office hours of Monday to Friday, 8:30am to 4:30pm, as well as occasional evenings and weekends.
- Ability to work in-office in Edmonton, Alberta.
- Ability to travel throughout Alberta monthly is required. Additional travel may be required with notice.
- Must have a valid Class 5 driver's license and an operational vehicle.

### **What We Offer**

- An opportunity to work for Otipemisiwak Métis Government under its newly ratified Constitution and be an instrumental part of the largest Indigenous Government in Canada as it rapidly grows and develops.
- An opportunity to learn about Métis culture, history, and art.
- Meaningful work in a fun and supportive work environment.
- Training and professional development opportunities.
- A comprehensive benefit package and employer contributions to Pension Plan.
- Generous time off policies.

Métis applicants are encouraged to apply.

Apply online at <http://albertametis.com/careers/>.

*The Otipemisiwak Métis Government thanks all applicants for their interest. Only applicants selected for an interview will be contacted. Please note that candidates who have been selected to move forward to the next stage of the recruitment process will receive an email to complete a short online one-way video interview. Should you have any concerns with completing the video interview, please reach out to Human Resources by responding to the email invitation. No phone calls please.*