



MÉTIS NATION
BRITISH COLUMBIA

www.mnbc.ca

#380 - 13401 108 Ave,
Surrey, B.C., V3T 5T3

Phone: 604-557-5851
Toll free: 1-800-940-1150

EDUCATION PROGRAM CONTRACT SPECIALIST - #23-026

Ministry of Education

Position: Permanent Full-Time (37.5 hours per week)
Location: Hybrid Provincial office - Station Tower (13401 - 108th Avenue, Surrey)
Closes: Posting will remain open until filled and will close without notice



MNBC's *KAA-WIICHIHITOYAAHK* (We take care of each other) initiatives offer employees a competitive total compensation package including:

- comprehensive group benefit package or health-care spending account and enrollment in the Municipal Pension Plan
- 15 paid days per year for statutory and cultural days (Indigenous Peoples Day, Truth and Reconciliation Day, & Louis Riel Day)
- carpool, parking & public transit subsidies (Provincial Office only)
- educational spending account and professional development allowances to provide annual funding to continue lifelong learning and skills upgrade.
- remote workplace supports.
- internal advancement & redeployment opportunities

ABOUT MÉTIS NATION BRITISH COLUMBIA

Métis Nation British Columbia (MNBC) develops and enhances opportunities for our Métis communities by implementing culturally relevant social and economic programs and services. Through teamwork, respect, dedication, accountability, integrity, and professionalism, MNBC strives to build a proud, self-governing, sustainable Nation in recognition of inherent rights for our Métis citizens, assisting in the delivery of services based on policy, process, and specified regulations.

ABOUT THE OPPORTUNITY

We are seeking a highly motivated, team-orientated individual to join our Ministry of Education team as an **Education Program Contract Specialist**. Reporting to the Education Manager or their delegate, the primary objective of the role is to implement and oversee various programs' budget obligations and their associated contracts within the Ministry.



KEY DUTIES AND RESPONSIBILITIES

- Works with the finance department to support the overseeing of contract finances.
- Assist in the development of MNBC's Ministry of Education program budgets, operating, capital and special purpose funds, and perform functions related to funding, accounting, reporting, program costing and forecasting.
- Ensure that all records are accurate and up to date through monthly reports.
- Supports the development of quarterly, midterm and annual reporting.
- Facilitate budget tracking and monitoring for all programs through forecasted cashflows.
- Ensuring that projects remain within the established budget.
- Foster a practice of cooperative effort and collaborative problem-solving around issues related to improving the administrative and financial operations of the Ministry of Education
- Support Managers & Project Leads with new and existing projects and contracts to ensure budgets are balanced and accurate.
- Develops appropriate documentation (i.e., statements of work and risk management) working collaboratively with finance and program managers to track progress toward achievement of deliverables.
- Review program and contract estimates, including proposed materials, production costs, etc. and determine whether they seem reasonable and accurate.
- Directly communicate with MNBC Ministry of Education staff | on all pertinent issues.
- Carry out various administrative tasks, as required.
- Report on activities, meetings, and outcomes through various reporting mechanisms.

THE IDEAL CANDIDATE

- Degree or diploma in finance, accounting, business, project management, or a related field.
- Two (2) years of recent related experience in public service and/or contracts administration.
- Combination of relevant experience, education, and training will be considered.
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Demonstrated ability to effectively communicate both verbally and in writing.
- Ability to lead, problem solve, be innovative, think outside the box and utilize team-building skills.
- Proven ability to utilize strong interpersonal skills to deal with others effectively.
- Proven ability to prioritize tasks, meet deadlines and work with minimal supervision.
- Proven ability to utilize, adapt and embrace new technologies, including Microsoft 365 and other database/software required by the role.

OTHER COMMENTS

- Other duties may be assigned as needed to help ensure the efficient operation of MNBC.
- There will be a need to attend meetings and events which may require work and travel outside of normal business hours.
- Ability to provide a satisfactory Criminal Record Check.



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The above requirements are what MNBC is seeking in the ideal incumbent at the time of posting and are subject to change based on needs.

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants who self-identify as Indigenous (First Nation, Métis or Inuit). All qualified candidates are encouraged to apply.

PLEASE NOTE THAT CANDIDATES MUST APPLY using “**Education Program Contract Specialist - #23-026**” in the subject line of the email.

Please send your resume and cover letter to:

Shannon Groenendyk

Education Manager Ministry of Education: Early Learning | K-12

Métis Nation British Columbia

Email: sgroenendyk@mnbc.ca