

**POSITION OPENING – CONTRACT**  
**(MINISTRY OF YOUTH) COMMUNICATIONS & EVENTS ASSISTANT**  
**FULL TIME / TERM POSITION - \$13.85/hour, 35 hours/week**  
**(July 8, 2019 – August 30, 2019)**

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.

**PURPOSE**

Reporting to the Acting Director of Youth, the Communications & Events Assistant will provide ongoing support to the Ministry of Youth (MOY) in a number of the projects and programs it is responsible for. In doing so, the Communications & Events Assistant will acquire and learn transferrable skills that will benefit them in seeking future employment while learning about Métis Nation British Columbia and the culture of its citizens.

**RESPONSIBILITIES**

- Assist with applications, registration of Métis youth for various events and forums hosted by both MNBC and external partnerships;
- Assist with coordination of cultural events hosted by the MOY throughout BC;
- Assist with the coordination of, and attend, the annual 'Revitalizing our Culture' youth forum in August 2019;
- Provide general administrative & clerical support including mailing, scanning, faxing & photocopying, and responding to inquiries and emails;
- Perform data entry on various projects;
- Prepare and modify documents including correspondence, reports, drafts, memos, and emails;
- Assist with compilation of data collected and writing of reports from various projects and surveys;
- Assist with the maintenance of social media and website, including but not limited to: Facebook, SnapChat, Instagram and Twitter;
- Create promotional and marketing materials for community events;
- Assist with the maintenance of computer and manual filing systems;
- Handle sensitive information in a confidential manner;
- Assist with developing and updating administrative systems to make them more efficient; and
- Assist with any other MOY tasks and responsibilities.

**KNOWLEDGE, SKILLS AND EXPERIENCE PREFERRED**

- Must have a high school diploma or equivalency. The completion of one or more post-secondary courses is an asset;
- Strong computer skills and familiarity with basic computer programs (Office, Outlook);
- Planning and organizational skills;
- Excellent written and verbal communication skills;



Unit# 107-5668, 192<sup>nd</sup> Street  
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[www.mnbc.ca](http://www.mnbc.ca)

- Strong interpersonal and relationship building skills;
- Experience working in a team environment;
- Ability to travel within the Province, as necessary, under supervision;
- Working knowledge of writing reports;
- Working knowledge of social media and related marketing strategies;
- Strong Indigenous cultural competency (Preference will be given to applicants with a strong knowledge of Métis culture);

### **SPECIAL CONSIDERATIONS**

- This position will be based out of the Surrey MNBC head office
- This position is contingent upon available funding
- Applicants must be between the ages of 15 and 30

**To apply for this position please submit your application to:**

Nikki Dionne  
Acting Director of Youth, Métis Nation British Columbia  
Email: [ndionne@mnbc.ca](mailto:ndionne@mnbc.ca)

**Deadline for applications: Friday, June 21<sup>st</sup>, 2019, 3:00 p.m.**

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.

For more information regarding MNBC please visit our website at [www.mnbc.ca](http://www.mnbc.ca)



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*Métis Nation British Columbia (MNBC) represents nearly 90,000 self-identified Métis people in BC. To date, 19,000 Métis Citizens are provincially registered with MNBC. The Métis National Council and the Provincial Government of British Columbia, as well as the Federal Government of Canada, recognize Métis Nation British Columbia as the Governing Nation for Métis in BC.*

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