



MÉTIS EDUCATION PROGRAM MANAGER

TERM FULL-TIME POSITION (37.5 hours per week) for 12 months

LOCATION: Provincial Office – Station Tower (13401 – 108th Avenue, Surrey)

CLOSES: Posting will remain open until filled and will close without notice

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.



MNBC's ***Employer of Choice Initiatives*** offers 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.

ABOUT THE OPPORTUNITY

We are seeking a highly motivated, team-orientated individual to join our Ministry of Education team as a Métis Education Program Manager.

Reporting to the Senior Director of Métis Education, the primary purpose of the Métis Education Program Manager is to plan, develop, implement and oversee the day-to-day operations of all programs within the Ministry of Education.

KEY DUTIES AND RESPONSIBILITIES

General

- Oversee the day-to-day operations of education programming by ensuring that necessary facilities and equipment are in place, program guidelines and policies are adhered to, and program standards are met.
- Develop and report on key outcomes demonstrating the successful delivery of education programs and services. This includes maintaining an efficient, effective and integrated approach to service delivery data collection, evidence-based best practices, and monitoring.
- Plans and develops programs designed to support Métis learners in consultation with the Senior Director of Education.
- Formulates program policies and procedures and evaluates programs.
- Plans and implements program activities and special events.
- Promotes public awareness of and support for programs by performing duties such as producing promotional material and attending community events.
- Contribute relevant content to the creation of communication materials, such as media releases, and responses to funders.
- Liaises with community service providers and other professionals to coordinate service provision, facilitate referrals to the program and represent the organization or program in external events.
- Maintains related records and statistics and produces reports as required.

Administration and Finance:

- Manages the financial integrity and accountability of MNBC Education programming: monitors expenditures within existing budgets and guidelines, report out as required, and make budget recommendations.
- Provide supervision to program employees as well as contracted parties who perform services for MNBC.
- Supervises program staff by performing duties such as assigning work, providing feedback on performance, and conducting performance evaluations.
- Participates in the recruitment and selection of program staff by performing duties such as screening applicants, participating on interview panels, and making hiring recommendations.

THE IDEAL CANDIDATE

- Bachelor's Degree in Business Administration, Business Management, or a related field
- Minimum of three (3) years' recent, related experience in developing and managing programs/projects, including a minimum of one (1) year in a supervisory role
- 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.
- Previous experience working in an Indigenous Community, with strong knowledge of Métis culture and history, is considered an asset
- Demonstrated ability to effectively communicate both verbally and in writing
- Proven ability to prioritize tasks, meet deadlines, and work with minimal supervision
- Proven ability to utilize, adapt and embrace new technologies, including Word, Excel 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 the normal business hours
- Ability to provide a satisfactory Criminal Record Check
- Valid BC Class 5 Driver's license and access to reliable personal vehicle for work purposes

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 Aboriginal (First Nation, Métis or Inuit). All qualified candidates are encouraged to apply.

Using "Métis Education Program Manager" in the subject line of your email, please send your resume and cover letter to:

[Colleen Hodgson](#)

Senior Director, Métis Education

Métis Nation British Columbia

Email: educationcareers@mNBC.ca

MNBC is committed to promoting the health, safety, and well-being of all staff during the COVID-19 pandemic. The safety of our employees and Chartered Communities is paramount, and vaccination against COVID-19 is a key public measure to reduce the spread and severity of the virus and its variants. As such, we have recently announced all employees, vendors, and visitors are required to be vaccinated against COVID-19 in order to come to MNBC offices. **Effective November 15, 2021: full vaccination against COVID-19 is required to be eligible for employment at MNBC. All individuals must provide Proof of Vaccination, to be verified by Human Resources, as a mandatory condition of their employment.**