



Early Learning & Child Care Policy Consultant

TEMPORARY FULL-TIME POSITION

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.
- ✓ internal advancement & redeployment opportunities

ABOUT THE OPPORTUNITY

We are seeking a highly motivated, team-orientated individual to join our Ministry of Education team as a **Early Learning & Child Care Policy Consultant**. Reporting to the Senior Director of Ministry of Education, the primary objective of the role is to support and coordinate the research, analysis, development, implementation, and evaluation of strategic policies and legislation. This work will support MNBC's Ministry of Education with engagement on Indigenous led childcare that meets Métis families' specific needs within the universal childcare system

KEY DUTIES AND RESPONSIBILITIES

- Monitoring, identifies and analyzes Child Care legislative developments, regulations and government priorities
- Keeps up to date on events, policy decisions, trends, and other issues with implications for the care and early learning of Métis children.
- Conducts research to determine which trends may positively or negatively impact MNBC or our objectives resulting from government priorities, developments and trends
- Prepares briefing and material packages, including recommendations regarding the work of the Ministry, and its Provincial and Federal counterparts
- Researches and compiles up to date studies, data, and statistics relevant to work supporting the Ministry of Education's Child Care Strategy and MNBC's Strategic Plan
- Actively participates as a critical member of the Ministry of Education Team
- Assists in writing draft policies and procedures by assembling and organizing information
- Preparing meeting materials and minutes and follow up on action items arising out of meetings, to ensure timely and accurate completion
- Liaising with internal and external stakeholders, and meet with special-interest groups and individuals, as needed, including educating relevant stakeholders about MNBC's key messages/strategies per MNBC's Strategic Plan

THE IDEAL CANDIDATE

- Degree or diploma in Early Childhood Education, public administration, social sciences, or related field
- Minimum of three (3) years of experience in development of policy, regulation, and/or legislation in the early learning and childcare sector
- 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 "Early Learning & child Care Policy Consultant" in the subject line of your email, please send your resume and cover letter to:

[Sharlene Wedel](#)

Senior Director Education

Métis Nation British Columbia

Email: swedel@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 Metis Nation BC. All individuals must provide Proof of Vaccination, to be verified by Human Resources, as a mandatory condition of their employment.**