

# BUFFALO LAKE MÉTIS SETTLEMENT

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## EMPLOYMENT OPPORTUNITY “Senior Consultation Assistant”

**Opening Date:** February 7<sup>th</sup>, 2019  
**Closing Date:** Until suitable Candidate is found.  
**Rate of Pay:** To commensurate with education and experience  
**Reports to:** Buffalo Lake Metis Settlement Consultation Coordinator  
**Terms of Employment:** Immediate to March 31, 2020 (with possibility of extension)

### Background:

Alberta is home to the only Metis land base in Canada. There are eight Metis Settlements in Alberta, with Buffalo Lake Metis Settlement as one of them. Buffalo Lake Metis Settlement is comprised of 35,356 hectares of land on its own. As of 2015, Buffalo Lake Metis Settlement had a population of 1236 people. The Buffalo Lake Metis Settlement has one Chairman, and four Councilors responsible and accountable to the members of Buffalo Lake Metis Settlement (BLMS). The Settlement is a dynamic organization that operates at a high level and at a fast pace.

### Objective:

The Buffalo Lake Metis Settlement is seeking a Senior Consultation Assistant. The position will provide technical and administrative support to the Consultation Coordinator, BLMS Administrator, and BLMS Council as directed. The position will assist in tracking and reporting on consultation-related grants, identifying potential new grants and developing template applications for them, assisting with capacity building initiatives and group training, and provide administrative support for consultation meetings and workshops with proponents and both provincial and federal government representatives.

### Duties and Responsibilities:

- Assist with coordination of training and other capacity-building for BLMS the consultation department;
- Assist with coordinating meetings and information exchange for the consultation office/staff;
- Assist BLMS in applying for and reporting on consultation-related grants;
- Assist in coordinating meetings and provide administrative support to the Consultation Coordinator and Consultation Committee members;
- Assist in coordinating workshops and meetings with proponents and provincial and federal government representatives;
- Assist in the management and monitoring of consultation-related grant budgets and deliverables;
- Assist in monitoring of consultation related computer software and updating of software;
- Undertake consultation-related research as directed by the Consultation Coordinator;
- Other consultation related duties as assigned.

### Senior Consultation Assistant Qualifications:

The Senior Consultation Assistant must have proven organizational skills, writing skills, and public service experience (experience dealing with clients/public/staff). He/she must have a strong work ethic, be dependable, and be able to work under pressure at times. Adaptability and flexibility are also essential. The following are required:

- Familiarity with the role of provincial and federal governments in land management and natural resource development;
- An understanding of the Metis Settlement Act and its culture and history, with particular attention to BLMS;
- Familiarity with Traditional Land use and related studies;
- Ability to manage and prioritize several assignments at one time in order to deliver on time and within budget;
- Experience in tracking budgets and reporting on projects;
- Must have excellent time management skills;
- Must demonstrate the ability to work with a high level of tact and discretion;
- Well-developed communication (effective presentation skill), staff/public relations experience;
- Must have excellent computer skills, including proven experience with word processing, spreadsheet, database, and related software;
- Must have a strong understanding of digital mapping and its related software; such as Google Earth Pro, ArcMap. GIS systems etc.

This is a grant funded position with the possibility of extension.

#### **Resume Submission Instructions**

Please submit your resume, covering letter and references electronically to:

Roy Auger, Consultation Coordinator [rauger@blmetis.ca](mailto:rauger@blmetis.ca)

Or in an enclosed envelope addressed to Roy Auger at the BLMS Administration Office.  
Box 16 Caslan, AB T0A 0R0

Should you have any questions, please email [rauger@blmetis.ca](mailto:rauger@blmetis.ca) or call (780) 689-2170.