



MÉTIS MIDDLE YEARS NAVIGATOR

TERM FULL-TIME POSITION (37.5 hrs per week)

LOCATION: MNBC Headquarters Surrey BC

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 Initiative** provides employees with 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 & Louis Riel Day)
- ✓ carpool, parking & public transit subsidies (Headquarters)
- ✓ 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 Education team as a Métis Middle Years Navigator with the Ministry of Education.

Reporting to the Métis Early Years Manager, the primary purpose of the Métis Middle Years Navigator is to provide information to ensure Métis children (9 to 12) and their families are connected to culture, virtual events and the Métis Child Care Benefit. Collaborating with the Métis Family Connections team and the Child Care Coordinators they will connect families to services related to the middle years by increasing the availability and accessibility of quality child care resources and services

KEY DUTIES AND RESPONSIBILITIES

- Connect families to services related to the middle years
- Maintain documentation and lists in relation to children accessing our services 9-12 years
- Refer families to the child care coordinators for support with the Métis child care benefit
- Distribute relevant middle years information to families
- Document barriers for Métis families in accessing middle years programming and services
- Planning, coordinating meetings and events, as required
- Attend community partner meetings and community events, as required
- Carry out various administrative tasks, as assigned
- Reporting of activities to the Métis Early Years Manager, as required
- Create relationships with middle years programs and services

THE IDEAL CANDIDATE

- Degree or diploma in Early Childhood Education, Community Support Work, Primary Education or a related field, and
- Knowledge of middle years programs and services
- Minimum of 2 years experience working with children and families
- 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, 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 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 Middle Years Navigator” in the subject line of your email, please send your resume and cover letter to:

Carol Kerfoot
Early Years Manager
Métis Nation British Columbia
Email: ckerfoot@mnb.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.**