



ELCC Training and Development Manager

POSITION: PERMANENT FULL-TIME (37.5 hours per week)

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 an **ELCC Training and Development Manager**.

Reporting to the MNBC Ministry of Education Director, the primary purpose of the ELCC Training and Development Manager is to develop and implement training opportunities for Early Care and Learning Professionals, Educators, Child Care Providers and Métis Families.

KEY DUTIES AND RESPONSIBILITIES

- Provide supervision to Ministry of Education Early Years staff.

- Promotes the Ministry of Education – Early Years programs by assisting in the planning and implementation of special events and representation of the MNBC's Ministry of Education in early learning and child care and broader communities.
- Co-ordinates the development and implementation of early learning and child care professionals and parent (family) educational opportunities.
- Maintains a working knowledge of child care services, community services, resource persons and a wide range of child care issues and initiatives.
- Maintains data collection on all training opportunities provided through MNBC Ministry of Education.
- Assists in documentation and evaluation of facilitated trainings led by MNBC Ministry of Education and external partners.
- Collaborates with Métis Child Care Navigation and Support team on development and monitoring training opportunities for Registered License Not Required (RLNR) child care providers.
- Knowledge of early years' organizations, agencies, and service providers.
- Proficient in Excel, Word, Outlook - adaptability and flexibility are essential.
- Technical knowledge of virtual platforms such as Zoom, Microsoft Teams or others.
- Actively participate as a critical member of the Ministry of Education Team to create solutions that advance the successful, efficient, and effective delivery of MNBC Métis early years programs and services.

ADMINISTRATION AND FINANCE

- Manage the financial integrity and accountability of programs, monitor expenditures within existing budgets and guidelines, report out, and make budget recommendations.
- Manage the hiring and training of support staff within the Métis Early Years department.
- Provide supervision to program employees as well as contracted parties who perform services for MNBC.
- Regularly keep the Senior Director of Education apprised of all pertinent issues and information for effective decision-making and provide input for the preparation of annual short and long-range program plans and briefing materials.

THE IDEAL CANDIDATE

- Diploma in Early Childhood Education, Community Support Work, K - 3 Education or related field.
- Minimum of three (3) years of experience in developing and managing programs/projects.
- A comprehensive knowledge of the early years.
- 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.
- Previous experience working in an Indigenous Community, with strong knowledge of Métis culture and history, is considered an asset.

- 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.

PLEASE NOTE THAT CANDIDATES MUST APPLY using " ELCC Training & Development Manager" in the subject line of email. Please send your resume and cover letter to:

[Madeline Green](#)

Education Program Manager

Métis Nation British Columbia

Email: mgreen@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, all employees are required to be vaccinated against COVID-19.

Candidates for employment must provide Proof of Vaccination, to be verified by Human Resources, as a mandatory condition of their employment.