



MÉTIS EARLY YEARS MANAGER

POSITION: TERM FULL-TIME (37.5 hours per week) until December 2023

LOCATION: ANY MNBC REGIONAL OFFICE OR MNBC HQ

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 **Métis Early Years Manager**.

Reporting to the Director of Education, the primary objective of the role is to oversee the delivery of Métis early years programs.

KEY DUTIES AND RESPONSIBILITIES

Program Delivery:

- Manage the day-to-day operations of Métis early years programs and projects as directed.
- Consult and regularly obtain feedback from MNBC Chartered Community leaders regarding the early years needs of Métis community members, which reflect rural, remote and urban environments.
- Develop and implement guidelines within the programs, ensuring alignment with the Ministry of Education contract objectives.
- Develop and report on key outcomes demonstrating the successful delivery of early years programs and services. This includes maintaining an efficient, effective and integrated approach to service delivery data collection, evidence-based best practices, and monitoring.
- Actively work to ensure all programs and services integrate online tools to increase access for those Métis people living in remote and rural areas of BC.
- Develop annual program goals in consultation with the Director of Education, and set and maintain quality levels through audits and evaluations, ensuring all contract objectives are met and reported effectively and in a timely manner.
- Monitor program risk controls, accountability systems, and utilization to the level in Contribution Agreements, other contracts/business plans, ensuring program objectives are met.
- Promote community awareness and support of the program by performing duties such as producing promotional materials and attending community events.
- Contribute relevant content to the creation of communication, such as media releases and marketing materials, and respond to funders in a timely manner

Community Relations:

- Build and strengthen mutually respectful relationships with Métis Chartered Communities and Métis children and family agencies
- Maintain effective relationships with government, stakeholders, service partners, volunteer community groups, organizations, and committees to coordinate the provision of services, influence where appropriate, foster partnerships, collaborate, exchange information through transparency.

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 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.
- 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.

THE IDEAL CANDIDATE

- Diploma in Early Childhood Education, Community Support Work, K - 3 Education or 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 applied experience in early childhood education and child care operations.
- 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.
- 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 a 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 “Métis Early Years Manager” in the subject line of your email, please send your resume and cover letter to:

Carol Kerfoot
Director of Education, Ministry of Education
Métis Nation British Columbia
Email: ckerfoot@mNBC.ca