



EMPLOYMENT OPPORTUNITY

POSITION: MCTC Technician

DEPARTMENT: MASKWACIS CREE TRIBAL COUNCIL

Summary:

The MCTC Technician will report to the Executive Director of the MCTC. The Technician will support the development of MCTC positions, briefings and networks. The Technician are the designated Administrative Officers who take part in an organized attempt to influence legislators, networks and other NGO's. He/she will work in collaboration with their Executive Director regarding the delegated file(s) and directives assigned by the MCTC Board of Directors relating to new and on-going projects based on MCTCs positions on rights, uses, benefits and interests that enhance the Maskwacis Cree Tribal Council.

MCTC Technician Duties and Responsibilities:

- ✓ Provide support for the Executive Director as directed by MCTC Board of Directors to follow up on matters, issues and potential impacts to the Maskwacis Cree Peoples, Lands and/or Resources Communications, based on directives
- ✓ Open each new file and ensure notification and reporting is followed through with ongoing notification based on sensitivity or nature of the policy, directive, issue or concern
- ✓ Work with Executive Director to implement and report on approvals the MCTC oversees with respect to project management communications strategy and scope for any new and/or existing projects
- ✓ MCTC Technician will support the MCTC Executive Director as approved to identify external stakeholder communications for the office and ongoing project(s)
- ✓ MCTC Technician will provide monthly reports and deliverables for the projects based on the approvals of the MCTC BOD's and MCTC decision-making to their Executive Director
- ✓ MCTC Technician will ensure a monthly payroll tracking report is provided to the Executive Director

Qualifications:

- ✓ Preference is for a degree or diploma related to Administration, Office Management, and Information and Communication Technology
- ✓ A diploma in a discipline related to Political, Social or Economic Science, Communications, Negotiations, Native Studies, Indigenous Leadership, History (Arts), Business Administration, Project or Business Management Certification with four (4) years minimum relevant tech or management experience.
- ✓ Experience & ability in facilitation, itinerary and communications/public communications
- ✓ Good verbal, written, and interpersonal communication skills.
- ✓ Specialized knowledge and experience in networking, negotiations, technical briefings, data management, computer systems, such as, Microsoft Word, Excel, and Power Point, and/or Mac systems.
- ✓ Experience in conducting research and analysis preferably related to land use, resource management, social or economic development issues, environmental and on-reserve, and traditional land use.
- ✓ Significant experience working with Maskwacis Cree Nations, is preferred.
- ✓ Excellent organizational, analytical and time management capabilities for planning and meeting project timelines to completion in alignment with the MCTC office.
- ✓ Knowledge and ability to understand and speak Cree is an asset.
- ✓ Must provide a Criminal Record Check.

Working Conditions:

Duties are limited to desk top reviews and taking notes/minutes with the Executive Director and MCTC BODs/leadership team(s), as needed; must be flexible and able to attend meetings on an ad hoc or on-call basis; must have own (reliable) transportation and hold a valid Alberta (class 5) drivers license. The MCTC Technicians must be able to travel on short notice, have own vehicle insurance and cell phone.

Behavioral Competencies:

- ✓ Information seeking is driven by a desire to know more about peoples, issues and concerns. It implies going beyond the questions that are routine or required in the job. It may include "digging" or pressing for exact information, resolution or discrepancies by asking a series of questions; or "scanning" for potential opportunities or miscellaneous information that may be of future use.
- ✓ Listening, understanding and responding is the desire and ability to understand and respond effectively to other people from diverse backgrounds.
- ✓ Asserting Indigenous Knowledge and Indigenous World View.
- ✓ Planning, organizing and coordinating involves proactively planning, establishing priorities based on an approved allocation of funding and resources. You must be able to express, develop and implement complex plans with the ability to translate and/or communicate in simplified (Layman) terms.
- ✓ Day-to-day work involves monitoring and adjusting with timelines and directives assigned to accomplish goals and deliver to the MCTC STRATEGIC & OPERATIONAL PLANS.

ALL APPLICATIONS WILL BE SCREENED

CLOSING DATE:
INTERVIEWS:
SALARY:

FEBRUARY 1, 2021
TBA
NEGOTIABLE

For applications and further information contact:
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