



# Métis Nation of Alberta

*A strong Métis Nation embracing Métis rights*

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## Communications Coordinator – Health

**Location:** Métis Nation of Alberta Provincial Head Office (Edmonton)

**Closing Date:** May 16, 2022

**Position Status:** Permanent, Full Time (40 hrs per week)

### The Organization

Since its inception in 1928, the Métis Nation of Alberta (MNA) has governed the Métis within Alberta. The MNA is led by a democratically elected Provincial Council, comprised of a Provincial President, a Vice-President, and six regional Presidents and Vice-Presidents. This Council works toward the mandate of the MNA, supporting practices of transparency, accountability, and inclusiveness for Métis Albertans in governments' policy and decision-making processes. The MNA promotes and facilitates the advancement of Métis people through self-reliance, self-determination, and self-management. For more information about the MNA, visit [www.albertametis.com](http://www.albertametis.com).

### The Opportunity

The Provincial Office of the Métis Nation of Alberta (MNA) is recruiting for a communications superstar to strategize, execute, and support the MNA department of Health portfolio. The successful candidate will be able to take initiative and follow through, provide constructive and creative input, and is open to learning. This person is not afraid to ask questions, fail, or be honest and constructive with the team - you're willing to constantly improve based on feedback and provide solutions and alternatives. Reporting to the Communications Manager, the Communications Coordinator will liaise directly with the MNA health department to support content development on all platforms, for Métis Nation of Alberta stakeholders.

### Key Responsibilities

- Craft and execute communications strategies, plans, and tactics aligning with the MNA Health department goals.
- Write, edit, and publish copy for multiple platforms including but not limited to websites, social media, radio, video, and various print products.
- Regularly review and report on social analytics assessing performance of Health campaigns and setting strategic goals.
- Work with other MNA departments to lead and achieve communications objectives on their projects where needed.
- Assist with updates to internal and external communication channels such as website, social media, email newsletters, print material, and partner organizations/offices.
- Media monitoring regarding MNA and Health department priorities.
- Creating and editing digital graphics using Adobe Creative Suite.

- Executing communication needs at events including photography, social media, and media coordination.
- Proactively develop networks, connect with internal and external clients, and build relationships.
- Other duties as assigned.

### **Skills & Competencies**

- Knowledge of Métis history, culture, and issues affecting Métis people.
- Competent in Hootsuite, Survey Monkey, and WordPress and other content management systems.
- Experience in SEO, keyword research, and analytic tools (e.g. Google Analytics).
- Experience with Adobe Creative Suite.
- Experience with photography, DSLR and video cameras, and Adobe editing software.
- Superior written and oral communication skills.
- Strong technical skills and knowledge of digital media.
- Knowledge of marketing and communications principles and practices.
- Ability to effectively manage and prioritize requests, multi-task, and meet tight deadlines.
- Demonstrated flexibility and adaptability.
- Competency to work with and convey messages to different audiences.
- Ability to assess options and implications, engage different perspectives, and create strategic solutions for communications challenges.
- Political sensitivity and ability to deal with confidential information.
- Excellent interpersonal skills and a proven track record of building collaborative partnerships with a variety of internal and external stakeholders.
- Ability to work in an open work environment with a very collaborative team.

### **Qualifications**

- Post-secondary communications-related education.
- Minimum 2 years work experience in a professional writing, journalism, communications, public relations, or similar role.
- Indigenous relations experience an asset.
- Experience in a health environment is an asset.
- Training in trauma informed approaches and language is an asset.

### **Other Requirements**

- Position will be based at the Métis Nation of Alberta's Provincial Head Office in Edmonton, Alberta.
- Travel within Alberta is a requirement. Additional, less frequent, out-of-province travel may also occur, with notice.
- Able to work flexible schedule including days, evenings, and weekends.
- Must have a driver's license as well as an operational vehicle.

Are you a communications professional who is passionate about the health and wellbeing of Métis Albertans? If you answered yes, then apply online today at <http://albertametis.com/careers/>

*The Métis Nation of Alberta thanks all applicants for their interest. Only applicants selected for an interview will be contacted. No phone calls please.*