



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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# Job Board Posting



Careers.Indigenous.Link

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## Data Management Coordinator

<b>Job ID</b>	<b>E6-02-2C-DF-F1-AE</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=E6-02-2C-DF-F1-AE">https://careers.indigenous.link/viewjob?jobname=E6-02-2C-DF-F1-AE</a>	
<b>Company</b>	Metis Nation Of Alberta	
<b>Location</b>	Edmonton, Alberta	
<b>Date Posted</b>	From: 2023-03-02	To: 2023-08-29
<b>Job</b>	Type: Full-time	Category: Public Administration
<b>Languages</b>	English	

### Description

Data Management Coordinator

Location: Provincial Head Office in Edmonton, AB

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

Closing Date: March 19, 2023, or until suitable candidate found.

The Organization

Since its inception in 1928, the Metis Nation of Alberta (MNA) has governed the Metis 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 Metis Albertans in governments' policy and decision-making processes. The MNA promotes and facilitates the advancement of Metis people through self-reliance, self-determination, and self-government. For more information about the MNA, visit <http://www.albertametis.com>.

The Opportunity

The Metis Nation of Alberta (MNA) is recruiting for a full-time Data Management Coordinator based in the Provincial Head Office in Edmonton. Reporting to the Environment Manager and working in support of a passionate and dedicated team of professionals in the MNA's Environment and Climate Change department, the successful candidate will support the MNA's efforts to design and undertake environmental initiatives and programs aimed at fulfilling the department's following pillars:

Protection of Metis tradition and culture

Reducing impacts on the environment

Community driven involvement

Working under the supervision of the Environment Manager, the Data Management Coordinator will be required to provide data management, analytics, visualization, and cartographic support to the MNA Environment and Climate Change department to assist with environmental monitoring and conservation projects and initiatives. Support will include responsibilities associated with data collection, storage, analysis, database management, and creating data products for research and reports. The successful candidate should have a basic understanding of the ESRI ArcGIS software to provide cartographic and spatial analytics support. Training and support on ESRI ArcGIS, ArcGIS Online, and other necessary programs is available for the successful candidate, if needed.

Key Responsibilities

Support Environment and Climate Change activities, including assisting in the development and implementation of goals, objectives, and priorities of the MNA.

Input data collected in digital and physical formats from citizen engagements, field projects, and surveys into the MNA Environment and Climate Change department's database management system.

Conduct quality control/quality assurance review of data/records entered and stored in the MNA Environment and Climate Change department's database by reviewing various materials, including paper forms and system generated reports.

Retrieve and analyze data, from both internal and external sources, as requested in the support of the department's projects and initiatives.

Assist the Environment and Climate Change staff with developing data collection tools and protocols to support the department's projects and initiatives.

Compile geospatial data from a variety of sources, analyze spatial data, and produce geographic statistics and mapping products to inform project goals and incorporate into documents and reports.

Provide support for Environment and Climate Change project field activities, including environmental monitoring, site visits, and community events.

Synthesize data of various types and from various sources into easily understood and publicly accessible formats for citizen reporting.

Develop and maintain constructive working relationships with both internal and external stakeholders, including executives, corporate staff, management, employees, and business and community partners.

Other duties as required.

#### Skills & Competencies

Experience or training in collecting, storing, and managing qualitative and quantitative data.

Experience or training in managing databases and working with large datasets.

Strong computer skills and an ability to learn and use a variety of software.

Basic understanding of the ESRI ArcGIS software for the purposes of map creation, geospatial data creation, and editing.

Experience with ArcGIS Online platform and associated products such as Story Maps, Collector, Survey 123, Field Maps, an asset.

Experience in proposal writing and completing applications, an asset.

Knowledge of, and experience in, environmental monitoring or conservation, an asset.

A proven ability to deal with a high volume of work in a complex environment with multiple demands and critical timelines.

Ability to remain organized, multi-task, and manage time effectively under tight and competing deadlines.

Exemplary communication skills, writing capability, presenting capability, and a proven ability to produce quality work.

Strong cultural and political sensitivity and awareness, with the ability to deal with confidential information.

Able to interact professionally and diplomatically with people at all levels of an organization and with multiple external stakeholders.

Excellent interpersonal skills and ability to build strong relationships.

Ability to work with a team or independently.

Knowledge and/or experience working in government/on government policies, an asset.

Knowledge of Metis history, culture, and people, a definite asset.

#### Qualifications

Minimum of a Diploma or Bachelor's Degree in Environmental Science, Geography, Geographic Information Systems, or related field.

Minimum of 1 year related work experience. A combination of work experience and education/training will be considered.

New graduates are encouraged to apply. Training will be provided to the successful candidate.

#### Other Requirements

Ability to work a regular schedule of Monday to Friday 8:30 - 4:30, as well as occasional evenings and weekends.

Ability and willingness to travel within Alberta. Additional, less frequent, out-of-province travel may also occur, with advanced notice.

Must have a valid class 5 driver's license and an operational vehicle.

Must be able to work in-office in Edmonton, AB.

#### How to Apply

Click "Apply Now"

Please apply online at <http://albertametis.com/careers/>

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