



An Affiliate of the Métis Nation of Alberta

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metiscrossing.org

Summer Human Resources Assistant

Location: Métis Crossing, Smoky Lake, AB

Closing Date: Until Suitable Candidates Found

Position Status: Seasonal (May – August), Full time (40 hours per week)

The Organization

Métis Crossing is Alberta's first major Métis destination where we share and celebrate the Métis culture with all people! With their unique designs that combine both traditional and contemporary Métis craftsmanship, The Lodge and the Gathering Centre at Métis Crossing are special blends of comfort, culture, and Métis history. Directly adjacent to the Cultural Gathering Centre, our 40-room boutique Lodge offers scenic views overlooking the majestic North Saskatchewan River, the very route used by our Métis ancestors as they gathered here to trade. The Cultural Gathering Centre is the base for all our cultural and educational programs. The Lodge offers a Bistro for coffee and express breakfast, as well as a Lounge for cocktails and light snacks. Together they are an ideal location for corporate and government retreats as well as family gatherings.

The Opportunity

Métis Crossing seeks a dynamic & expressive individual for the position of Human Resources Assistant. This is a summer term position with an end date of September 1st, 2024. The successful applicants will maintain accurate and up-to-date files, records, and documentation. They will also provide clerical support to leadership and executive teams. Lastly, they will work on upcoming projects that will support the growth of the organization.

Key Responsibilities

- Provide administrative support to the Human Resources team.
- Support orientations and training sessions as required.
- Maintain accurate, up-to-date, and complete personnel records.
- Present a positive and professional image of the organization when interacting with employees, clients/customers, visitors, and other external stakeholders.
- Provide administrative support in the development of human resources, health, safety, and wellness policies, procedures, roles and responsibilities for leaders and employees.
- Provide administrative support for Métis Crossing records management.
- Other duties as assigned.

Skills & Competencies

- Excellent communication and interpersonal skills; ability to effectively communicate both verbally and in writing with co-workers and external stakeholders.
- Analytical, decision-making, and problem-solving skills.
- Ability to maintain a high level of confidentiality in all interactions. Strong sense of ethics and the ability to handle sensitive or private information with tact and discretion.
- Strong political and cultural sensitivity.
- High level of integrity and professionalism.
- Computer literate with Microsoft Office programs and others
- Ability to work individually, as well as part of a team.
- Organizational skills and attention to detail.

Other Requirements

- Must be returning to school full-time in the Fall 2024.
- Availability to work a mixed schedule of days, evenings, and weekends.
- Ability to work at Métis Crossing in Smoky Lake.
- Clear Criminal Record Check required.

Employment Details:

- Schedule will be based on a 40-hour work week, and may include weekdays, weekends, and holidays.

What we Offer:

- A rich Indigenous cultural experience.
- Opportunity to work at the first Major Métis cultural destination.
- Part time or casual employment during the school year.
- Training.

Please send your resume to employmentmc@metis.org

Métis Crossing thanks all applicants for their interest. Only applicants selected for an interview will be contacted. No phone calls please.