



JOB DESCRIPTION

JOB TITLE	Project Management Advisor
MINISTRY/DEPARTMENT	Government and Strategic Relations
REPORTS TO	Director, Government Relations
JOB FAMILY	Professional/Expert
CLASSIFICATION LEVEL	Level 2
DATE CLASSIFIED	October 7, 2024

POSITION SUMMARY

The Project Management Advisor, Government and Strategic Relations, is critical in advancing MNBC's priorities by fostering and managing government-to-government relationships between MNBC, Indigenous Governments, and the Crown. This position supports the Government and Strategic Relations team by providing high-level administrative coordination, strategic planning, project management and event management.

LOCATION

- Provincial Head Office – Surrey, BC.

DUTIES & RESPONSIBILITIES

- Provides high-level administrative and logistical support to the Government and Stakeholder Relations team, including scheduling, communications, and document management.
- Develops and implements strategies to enhance MNBC's relationships with provincial, federal, municipal, and Indigenous government officials.
- Prepares detailed briefing notes and reports for senior management and government officials.
- Organizes and coordinates high-level meetings, including logistics, agenda preparation, and follow-up actions.
- Acts as a liaison between MNBC and government entities, ensuring effective communication and collaboration.
- Facilitates the participation of MNBC colleagues in government meetings and briefings.
- Leads and manages complex intergovernmental projects, including large events, ensuring alignment with MNBC's strategic goals.
- Develops program-specific budgets.
- Oversees the work of contractors and consultants on public affairs and advocacy projects.
- Creates and maintains project tracking documents and ensure timely completion of deliverables.
- Coordinate MNBC's lobbying and advocacy efforts.
- Drafts, reviews, and approves documents, briefs, and reports, ensuring accuracy and alignment with MNBC's objectives.
- Supports MNBC's initiatives with provincial and federal ministries, Indigenous leaders and stakeholders.
- Builds and maintains strong working relationships with key stakeholders, including government officials and Indigenous leaders.
- Represents MNBC at high-level meetings and events, promoting the organization's priorities and initiatives.
- Ensure efficient office operations, including managing correspondence, maintaining records, and overseeing technology usage.
- Develops detailed lobby trip itineraries for the Government and Stakeholder Relations team.
- Provides planning and logistical support for team activities as required.



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- Undertake related duties as assigned, consistent with the job grade of the position.
- Other duties may be assigned as needed to ensure the efficient operation of MNBC.
- Regular/ occasional attendance at meetings/ events that may require work and travel outside of normal business hours.

Supervision Given

- May supervise junior administrative staff or interns.

QUALIFICATIONS

- Diploma degree in Political Science, Communications, Public Administration, or a related discipline from a recognized post-secondary institution. Bachelor's degree preferred.
- Minimum two (2) years of related experience in government relations, public policy, or project management.
- A combination of education and extensive experience may be considered.
- Eligible for formal professional or technical registration in the appropriate area of expertise.
- Proven track record of working collaboratively with government and other partners.
- Experience in leading and managing complex projects.
- In-depth understanding of government processes and protocol.
- Strong analytical and research skills.
- Excellent written and oral communication skills.
- Superior organizational and time-management abilities.
- High proficiency with Office 365 and standard office equipment.
- Ability to work in a fast-paced, multi-issue environment.
- Willingness and ability to travel and work extended hours as required.
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Possession of, or the ability to obtain, a Class 5 driver's licence may be required.
- The position may require the completion of a Criminal Record Check and Vulnerable Sector Check.

MNBC VALUES

- **Manâchitowin (Respect)** - We respect ourselves, others and all Creation.
- **Kwayes'kwât'sowin (Integrity)** - We hold integrity as a core value. We are honest with ourselves, our colleagues, our communities, and our partners. We are reliable and follow through on our word.
- **Ahtisihcikêwin (Innovation)** - We draw on the spirit of Métis innovation and bring forward our curiosity and creativity to problem solve and develop new solutions for our people.
- **Tâpahtiyim'sowin (Humility)** - We show and practice cultural humility and cultural agility. We are open to new ideas and recognize the wisdom that surrounds us from others who carry different experiences than ours.



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- **Kisîwât'sowin (Kindness)** - We show and practice lateral kindness in our organization and to everyone with whom we interact on behalf of the Nation. We practice kaa-wiichihitoyaahk (we take care of each other.)
- **Sipihkisôwin (Resilience)** - We are resilient and do not fear challenges or setbacks but remain courageous and learn from each step of the journey. We channel the courage of our Métis ancestors who faced adversity and remained resilient.
- **Atoskâtowin (Teamwork)** - We work together and actively seek opportunities to share information, collaborate on initiatives, and practice reciprocity for stronger outcomes. We embrace teamwork to achieve greater potential for success.