



Lac Ste. Anne Métis Community Association

Manager of Community Safety and Well-being

JOB DESCRIPTION

Reports to: President
Revision date: August 27, 2023
Position Type: Full-time, fixed term

About Lac Ste. Anne Metis Community Association

Lac Ste. Anne Métis Community Association (“LSAMCA”) represents the Metis aboriginal rights and interests of the history and contemporary Lac Ste. Anne Métis community, a s. 35 (Constitution Act, 1982) Métis aboriginal rights-bearing (Powley) community.

Current activities led by LSAMCA include, but are not limited to, honouring the Lac Ste. Anne Métis Community’s collective history and culture, re-building its capacities as stewards of our shared lands and waters, and caring for our community members through provision of innovative programs and services.

Position Overview

The Manager of Community Safety and Well-being will build upon the work LSAMCA is currently undertaking to enhance members sense of belonging, opportunities for participation, and other initiatives meant to ensure that Lac Ste. Anne Métis individuals’ and families’ needs are met through an approach that is risk-focused and strength-based.

This role responds to the unique needs of LSAMCA members and families living across west-central/northwest Alberta, a region known for intensive natural resource development. The Manager of Community Safety and Well-being will lead the development and institution of programming focused on addressing the social determinants of health and that are responsive to local and systemic risk factors. This work requires working collaboratively to establish priorities and actions in areas such as food insecurity, lack of quality housing, issues pertaining to discrimination or isolation, etc. The overarching aim of this role is to ensure that Lac Ste. Anne Métis individuals and families are safe, healthy and have social networks they can rely on.

LSAMCA takes a holistic view of community safety and well-being that corresponds with the Truth and Reconciliation (“TRC”) Calls to Action, principles associated with the United Nations Declaration on the Rights of Indigenous Peoples (“UNDRIP”), and the Missing and the Murdered Indigenous Women and Girls and 2SLGBTQIA+ People (“MMIWG”) National Inquiry Calls to Justice.

The **Manager of Community Safety and Well-being** is a primary staff resource within LSAMCA, tasked with providing expertise, strategic leadership, and advisory services regarding development and implementation of programming focused on enhancing community safety and interconnectedness. Community-led programming must be culturally responsive and a critical success factor in this role will be an ability to foster and maintain strategic relationships with key government representatives and external agencies. We seek a proven leader and strategist with a track record in developing programming and processes focused on enhancing community resiliency. The successful candidate will be skilled in change management, have a passion for community development, and will have proven experience in a related role.

Reporting to the President, success in this position means you will:

- Lead planning, designing, and implementing of community safety and well-being initiatives and work plans that result in real-life impact;
- Ground program conversations in lived experience, and facilitate data integration and analysis to inform real time decision-making;
- Motivate a core staff currently working in support of LSAMCA members in the areas of community safety and well-being;
- Identify, monitor and analyze developments relevant to this role, and lead development of funding applications in support of key priorities identified through planning activities.
- Provide strategic, expert advice to LSAMCA leadership, and contribute expertise to the development of strategic partnerships and agreements that drive forward LSAMCA's vision for community safety and well-being.
- Embed a strength-based, cultural safety lens in all of the work.

Key Responsibilities

- Organize planning meetings to identify key objectives and priorities focused on community safety and well-being, including preventive supports for individuals and families.
- Lead the creation of an inventory of available programs and services relevant to LSAMCA members' safety and well-being needs.
- Review existing LSAMCA programs and services, and oversee development and delivery of new programs and services focused on enhancing community safety and well-being
- Secure funding for new programs and services, as well as a LSAMCA Community Safety Plan.
- Provide advice regarding operational improvements; lead the development of policies and procedures as these relate to program and service delivery.

- Provide direction, guidance, and co-supervision to a team providing community safety and well-being programs and services; participate in hiring, orientation/onboarding, professional development, and performance management of current and new employees.
- Manage the identification, collection and analysis of relevant information and/or evidence relating to program and service delivery, and synthesize findings in order to effectively integrate into the development of new strategic initiatives.
- Collaborate with LSAMCA accounting staff to track and measure compliance with funding requirements through the creation and implementation of appropriate data collection, reporting, and/or recordkeeping processes.
- Direct the development and implementation of evaluation activities associated with LSAMCA's community and safety well-being efforts.
- Initiate and advance work focused on establishing a community-based socioeconomic effects monitoring program.
- Coordinate delivery of relevant safety information, through community events and otherwise; for example, related to sexual exploitation, human trafficking, safety of Indigenous women, girls and 2SLGBTQ+.
- Participate in emergency management planning activities involving LSAMCA.
- Ensure effective and professional communications; work closely with LSAMCA Communications Manager on external communications relevant to the role.
- Other reasonable duties as may be assigned by LSAMCA's leadership.

Qualifications

- An undergraduate degree (graduate degree preferred) in a related field of study, such as Indigenous studies, community development studies, health studies, international development studies, or an equivalent combination of training and experience.
- 7+ years' recent experience in a leadership role; significant knowledge of legislation and policy relevant to Indigenous peoples.
- A proven visionary and builder with a track record of overcoming the types of challenges that builders face.
- A demonstrated understanding of the landscape of organizations that support Indigenous community safety and well-being in Alberta; evidence of existing relationships relevant to this position is an asset.
- Demonstrated experience developing plans for executing on deliverables, including creating work-back plans and benchmarks for success.
- Proven ability to motivate and lead a team to accomplish objectives.
- Demonstrated skills in problem-solving, diplomacy, and flexibility and adherence to the principles of inclusive leadership, i.e. empowering employees, encouraging collaboration, and defining a team culture rooted in respect, reciprocity, continuous learning and performance excellence.

- Knowledge of change management principles, methodologies and tools to develop and implement change management strategies, as well as the ability to influence others and move toward a common goal.
- Excellent verbal and written communications, including listening skills and presentation skills.
- Demonstrated time management and organizational skills, and know-how to be flexible with changing priorities.
- High level of computer proficiency, including Microsoft Excel.
- Experience with quantitative and qualitative research methods is an asset.
- Experience carrying out evaluation activities is an asset.
- Highly motivated and passionate about supporting an organization dedicated to advancing and upholding Lac Ste. Anne Métis rights and interests.

Working Conditions and Requirements

- Full-time position with standard office hours (35 hours per week, short day on Fridays). Occasional hours outside of standard office hours may be necessary, on occasion.
- Opportunity to potentially consider a hybrid work arrangement, i.e. a portion of weekdays in the office, and a portion working from home.
- Travel to west-central/northwest Alberta, on occasion
- Able to provide a safe vehicle for use on the job, an acceptable Driver's Abstract, evidence of a valid Alberta Driver's License and of Personal Liability & Property Damage insurance coverage for a minimum \$2,000,000
- Acceptable Canadian Police Information Centre Check and Vulnerable Sector Screening.
- Workplace culture committed to personal wellbeing and cultural safety.

Salary and Benefits

- Compensation: \$105,000-\$145,000 annually, commensurate with experience and qualifications
- Three weeks' paid vacation, including one week between Christmas and New Years
- Paid Health and Wellness days
- Health Spending Account
- Personal Spending Account
- Matching RRSP program

Successful applicants may be considered for involvement with other LSAMCA activities that may fall outside the scope of this position.