

EMPLOYMENT OPPORTUNITY

The Montney Riverstone Tribal Council is seeking an individual to fill the position of:

Director of Skills and Employment Initiatives

About MRTC: The Montney Riverstone Tribal Council (MRTC) is a dynamic organization committed to promoting the well-being and prosperity of our member First Nations. We are currently seeking a dedicated and experienced Director of Skills and Employment Initiatives.

Job Overview: The **Director of Skills and Employment Initiatives** plays a strategic leadership role in the unified administration of three core program areas: **ISC (Indigenous Services Canada) Social Development, Pre-Employment Supports (PESP), and the Indigenous Skills and Employment Training Strategy (ISETS)**. This position ensures effective delivery, compliance, and evolution of culturally relevant services that support economic self-sufficiency and social well-being across MRTC's member Nations.

Working closely with community representatives, government funders, and partner organizations, the Director will lead **program integration**, drive **funder compliance**, and oversee **reporting frameworks** aligned with Nation-based values and intergovernmental agreements. This role will also support strategic planning and continuous program improvement.

Primary Duties & Responsibilities:

Leadership & Strategic Oversight

- Provide executive oversight of all program areas under Social Assistance, Pre-Employment, and ISETS portfolios.
- Develop integrated service delivery models that align with community needs and federal/provincial funding priorities.
- Serve as a strategic advisor to the CEO on matters related to income support, employment programming, and capacity building.

Program Development & Implementation

- Lead the planning, design, and execution of program activities in alignment with:
 - **ISC Social Development policy framework** (Income Assistance, Assisted Living)
 - **Pre-Employment Supports Program (PESP)** under ISC Social Development
 - **ISETS** funding and outcomes as outlined by Service Canada
- Foster culturally relevant, trauma-informed, and community-driven programming models.
- Support community-based staff in front-line implementation and service delivery excellence.

Reporting & Compliance

- Ensure timely and accurate **data collection, reporting, and evaluation** for all funding agreements.
- Maintain compliance with **ISC and Service Canada** Federal program guidelines and audit requirements.
- Develop performance measurement tools and ensure outcome tracking is aligned with funder expectations.




Stakeholder & Community Engagement

- Build and maintain strong, respectful relationships with:
 - MRTC's member Nations (community leaders, program coordinators)
 - Federal funding partners (including ISC and Service Canada)
 - Indigenous Skills and Employment Training partner organizations and networks
- Act as MRTC's key liaison for inter-agency working groups, employment roundtables, and regional development initiatives.







Capacity Building & Team Leadership

- Provide mentorship and oversight to a multidisciplinary team of program managers, administrators, and community liaisons.
- Foster professional development and training pathways for staff and clients.
- Lead team meetings, performance reviews, and strategic planning sessions.

Education & Experience

-  Post-Secondary and/or Bachelor's degree in Social Work, Indigenous Governance, Public Administration, Human Services, or a related field is an asset.
-  Minimum 5–7 years of progressive leadership experience in Indigenous program administration or community development.
-  Strong working knowledge of ISC's Social Development program guidelines, Service Canada ISETS framework, and Indigenous labour market development models.

Knowledge, Skills, and Abilities

-  Deep understanding of Indigenous communities, cultural values, and holistic service delivery approaches.
-  Demonstrated excellence in funder relations, compliance, and reporting.
-  Strong administrative, budgeting, and team leadership skills.
-  Proven ability to lead organizational change and interdepartmental collaboration.
-  Excellent communication, writing, and relationship-building abilities.
-  Knowledge of Cree and/or Dene language and culture is an asset.

How to Apply: If you are a highly motivated individual ready to contribute to the operational success of the Montney Riverstone Tribal Council, please submit your resume, cover letter and references to hr@montneyriverstone.ca. For more information, please contact Cheryl Standing Cloud at (780) 532-3009. Please include "Director of Skills and Employment Initiatives" in the subject line.

MRTC is an equal-opportunity employer, and we encourage applications from individuals of all backgrounds and experiences. We are committed to creating a diverse and inclusive workplace where all employees can thrive.

Applications will be accepted until a suitable candidate is found. We thank all applicants for their interest in MRTC.