



Special Projects Manager – Early Learning Programs

Location: #200 12308 111 Avenue, Edmonton, Alberta

Closing Date: Until Suitable Candidate Found

Position Status: Full-time (40 hours/work) Permanent

Reporting to the Senior Operations Manager, the Children and Family Services (CFS) Department is seeking a Special Projects Manager – Early Learning Programs to lead the development and implementation of innovative, large-scale projects that enhance early learning experiences for Métis children and families. This position drives the creation of engaging, culturally grounded projects that bring Métis stories, language, and culture to life through interactive, educational, and community-based platforms. The successful candidate will combine strategic vision, strong project management skills, and collaborative leadership to plan, develop, staff, and budget large-scale initiatives from concept to completion—then transition them smoothly to ongoing program teams. Collaboration is central to this position. Working closely with internal teams, community partners, and creative professionals, the Manager will ensure every project is impactful, inclusive, and aligned with departmental goals and Métis values.

Key Responsibilities

- Lead the planning, coordination, and execution of special projects that promote early learning and cultural engagement across Alberta.
- Oversee the development of creative educational tools, digital resources, and interactive materials that reflect Métis identity and values.
- Manage project lifecycles from concept through completion, including strategic planning, budgeting, staffing, and performance evaluation.
- Collaborate with the Strategic and Cultural Advisor to assess programs and ensure programming is inclusive, culturally grounded, and reflective of Métis identity, language, and values.
- Supervise and support a dynamic team responsible for project design, implementation, and evaluation.
- Build and maintain partnerships with contractors, consultants, and community organizations to support project success.
- Foster meaningful relationships with Métis families, communities, and partners across Alberta.
- Contribute to the development and refinement of processes, policies, and evaluation tools to ensure project efficiency and accountability.
- Work closely with CFS senior leadership to align projects with departmental strategies and funding priorities, and to assess program impact and outcomes.
- Contribute to the development and implementation of the CFS Early Learning strategy and workplan.

- Collaborate with the CFS communications team to develop programs specific communication strategies.
- Other duties as required or assigned.

Skills & Competencies

The ideal candidate is a strategic, creative, and solutions-driven professional who thrives in a fast-paced, collaborative environment and is passionate about advancing Métis-specific early learning initiatives through innovation and design.

- Proven ability to lead complex, multi-phase projects from vision to launch and hand-off.
- Strong leadership and supervisory experience, with the ability to mentor and motivate diverse teams.
- Strong project management skills, including budgeting, scheduling, risk management, and stakeholder coordination.
- Exceptional communication, writing, and presentation skills.
- Strong analytical and problem-solving abilities, with a focus on creativity and continuous improvement.
- Strong interpersonal skills and an ability to build and sustain strong relationships with internal teams, partners, and external collaborators.
- High level of integrity, ethics, and professionalism, with an ability to adhere to strict confidentiality of sensitive information.
- Ability to thrive in a dynamic and changing environment, including a demonstrated ability to be adaptable and flexible to changing needs.
- Knowledge of Métis history, culture, and issues affecting Métis people. An in-depth understanding of the Otipemisiwak Métis Government and Métis culture is an asset.

Qualifications

- Post-secondary degree in Early Learning, Human or Social Services, Education, or a related field (equivalent experience will be considered).
- Minimum three years' experience in a management or leadership role.
- Minimum two years' experience overseeing program delivery.
- Experience working with creative, educational, or digital development projects.
- Experience working with Métis communities is a strong asset.

Other Requirements

- Position is based in Edmonton; in-office presence is required.
- Ability to work a regular schedule of Monday – Friday, 8:30 AM – 4:30 PM, as well as occasional evenings and weekends to meet departmental needs.
- Must be willing to travel within Alberta and work irregular hours as required.
- Reliable transportation and a valid Class 5 Driver's License.
- Clear Vulnerable Sector Police Information Check with renewal every two years.
- Clear Child Intervention Record Check with renewal every two years.

What We Offer

- The opportunity to work for the newly ratified Otipemisiwak Métis Government and be part of the largest Indigenous Government in Canada.

- An opportunity to learn about Métis culture, languages, and art.
- Meaningful work in a fun and supportive work environment.
- Training and professional development opportunities.
- A comprehensive benefit package and employer contributions to Pension Plan.
- Generous time off policies.

Métis applicants are encouraged to apply. Apply online today at <http://albertametis.com/careers/>

The Otipemisiwak Métis Government thanks all applicants for their interest. Only applicants selected for an interview will be contacted. Please note that candidates who have been selected to move forward to the next stage of the recruitment process will receive an email to complete a short online one-way video interview. Should you have any concerns with completing the video interview, please reach out to Human Resources by responding to the email invitation. No phone calls please.

Please note that the Otipemisiwak Métis Government offices will be closed beginning December 22nd and will re-open January 5, 2026. While we will continue to accept applications during this period, please be aware that we will be contacting candidates upon our return in January.

