

GoA Placement		Supervisor	HRC
Ministry: Municipal Affairs Department: Municipal Services Division Branch: Public Library Services Branch			
Job Title: Indigenous Library Intern		Program Stream: PS2	
PURPOSE	The Indigenous Library Intern, Program Services 2, will assist in the development and implementation of approved strategies and initiatives and provide support for specific projects and programs within the framework of the Public Library Services Branch (PLSB) “On Reserve and On Settlement” Grant Program and the Municipal Services Division’s operational plans. Through effective support, teamwork and collaboration with other provincial ministries, the federal and municipal governments, the private sector and Aboriginal governments, communities and organizations, the Indigenous Library Intern will support projects, initiatives and relationships, leading to increased capacity within Indigenous communities to create stronger library governance, more effective delivery of library services and increased self-reliance within Indigenous communities.		
RESPONSIBILITIES & ACTIVITIES - 1	<ul style="list-style-type: none"> • Assist with program or policy development initiatives with MSD/PLSB and library boards. • Creates and maintains processes for program and/or policy development. • Executes activities aligned with program initiatives and goals. • Supports the development and implementation of program or policy evaluation activities. • Updates and extracts information from program data bases. • Monitors program or policy activities and tracks progress to ensure timelines are met. 		
RESPONSIBILITIES & ACTIVITIES - 2	<ul style="list-style-type: none"> • Support the branch, division, and department on strategic initiatives: • Supports projects related to key government initiatives. • Supports program initiatives within Indigenous libraries 		
RESPONSIBILITIES & ACTIVITIES - 3	<ul style="list-style-type: none"> • Assist with On Reserve, On Settlement grant processes 		
RESPONSIBILITIES & ACTIVITIES - 4	<ul style="list-style-type: none"> • Prepare briefing notes, summaries and correspondence, analyze reports and interpret findings from on Reserve on Settlement grant recipient annual reports. 		

RESPONSIBILITIES & ACTIVITIES - 5	<ul style="list-style-type: none"> • Developing and maintaining open communication and effective relations with Indigenous library boards, library staff, and other stakeholders • Support the branch, division and department through assistance in strategic initiatives, directed research projects and/or other duties as required.
SCOPE	<p>Application of Systems Thinking, Creative Problem Solving, Agility, and Developing Networks to:</p> <ul style="list-style-type: none"> • Analyze trends and projections and apply relevant government processes and methodologies to complete assigned work. • Identify solutions within existing policies, legislation, processes, and guidelines, with guidance from a senior professional or manager. • Meet the diverse needs of clients while maintaining Branch and Ministry standards and guidelines. • Position will require interaction with First Nations and Métis communities in answering queries on programs deliveries as well as partnership agreements. • Position requires a wide array of information gathering and research skills and a high degree of flexibility in working with various clients, internal and external to the Branch, to ensure that collaborative processes are carried out while timeliness and goals are met. • Work with stakeholders to gather and exchange information, compile data, and collaborate on projects.
KNOWLEDGE, SKILLS, & ABILITIES - PRACTICAL	<ul style="list-style-type: none"> • Knowledge of Indigenous communities and people in Alberta. Knowledge of an Indigenous language may be an asset. • Understanding of current Indigenous issues • Understanding of the library framework as it exists in Alberta. • Knowledge of history as it relates to Indigenous issues. • Ability to work effectively on project teams, both as a leader and a member. • Experience analyzing and evaluating programs, policies, and legislation. • Experience working with databases and manipulating data. • Ability to present information in a clear and concise manner. • Demonstrates diplomacy in written/oral communication. • Research and analytic abilities. • Good interpersonal skills.
KNOWLEDGE, SKILLS, & ABILITIES - THEORETICAL	<ul style="list-style-type: none"> • Ability to think strategically and develop solutions to complex problems. • Ability to understand policy implications. • Understanding of the required skills and ability required to influence the actions of others. • Knowledge of the dynamics leading to the success of projects through effective project management.

DESCRIPTION OF INTERN MINISTRY PLACEMENT

Intern would be placed within the Municipal Services Division, Public Library Services Branch, to provide support to both the Ministry as well as Indigenous library boards and staff throughout the province.

MINISTRY APPROVAL

Ministry	Municipal Affairs	Branch or Division	Public Library Services Branch
Supervisor Name & Signature		Date	
Expenditure Officer Name & Signature		Date	

