



## MANITOBA METIS FEDERATION INC.

The Manitoba Metis Federation (MMF) is the self-government representative that promotes the political, social, cultural, and economic interests and rights of the Métis Nation's Manitoba Métis Community. In addition, the MMF delivers programs and services to our community including: child and family services; justice; housing; youth; education; human resources; economic development, natural resources, social services and community liaison support programs.

### Translator

The **Communications Department** seeks to fill one (1) full-time **Translator** position located at the MMF Home Office in Winnipeg, MB. Please provide a covering letter **indicating your salary expectations** along with your resume. Remuneration is dependent on education and experience.

Reporting to the Director of Communications, the **Translator** is responsible for researching, developing and translating written materials for internal and external communications from English to French. The Translator will create, proofread and edit translated documents prior to distribution and publication, research terminology in English and French. They will also translate material for the MMF social media accounts (Twitter, Facebook, etc.). The incumbent should be confident in their French and English language skills, writing and translating abilities.

### Skills and Qualifications:

- Graduation from a recognized program in translation or an equivalent combination of education and experience may be considered;
- Minimum of 2 years' experience translating documents from English to French and vice versa;
- Experience in a professional writing or content creation capacity (journalism, advertising, marketing, public relations) desired;
- Superior English and French language skills (reading, writing, speaking);
- Extensive experience working with Microsoft Office (Word, PowerPoint, Excel, Access, SharePoint);
- Demonstrated organizational skills and ability to work under strict time limitations;
- Ability to work under pressure on multiple projects with conflicting deadlines;
- Ability to work independently, in a team and with the public in a fast paced environment;
- Experience working with Adobe Creative Suite (InDesign, Dreamweaver, Acrobat, Photoshop, Illustrator) is an asset;
- Experience with Graphic Design, Photography and Videography is an asset;
- Knowledge of a wide range of communication tools and best practices;
- Not-for-profit organization experience is an asset;
- Knowledge of Métis culture and the Manitoba Francophone Community;
- Knowledge of the MMF structure, programs and service; and
- Valid Manitoba driver's license and access to reliable vehicle.

Preference will be given to qualified Métis applicants. Qualified applicants are encouraged to apply and self-identify on their resume. The MMF appreciates the interest of all applicants; however, only those individuals considered for an interview will be contacted.

*We offer a competitive benefits package which includes but not limited to health and dental insurance, life insurance, accidental death and dismemberment, short term and long term disability as well as a pension plan. We also offer an on-site fitness facility as well as an in-house restaurant.*

Please forward **covering letter indicating your salary expectations and resume** by **Friday, March 24, 2017** to the MMF Finance and Human Resources Department, 300-150 Henry Ave., Winnipeg, MB R3B 0J7, or email to: [resumes@mmf.mb.ca](mailto:resumes@mmf.mb.ca) or fax to (204) 947-1816.

All our job postings can be found at [www.mmf.mb.ca](http://www.mmf.mb.ca)