



## 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.

### **Webmaster Specialist**

The **Communications Department** seeks to fill one (1) full-time **Webmaster Specialist** 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.

Under the direction of the Communications Director, the **Webmaster Specialist** works closely with contributors across the organization as well as internal and external partners to produce a superior web experience that is carefully designed to achieve the organization's goals with the end user always top of mind. The Webmaster Specialist has expertise in web management, a strong comfort level with website technologies and best practices, and experience working in a fast-paced, collaborative work environment. The Webmaster Specialist is a self-starter with exceptional organizational and leadership skills, follow through, and motivation to work to find solutions to complex business and technology problems.

### **Skills & Qualifications:**

- Bachelor's Degree or equivalent;
- Minimum three years' experience in a professional setting with progressive responsibility in website design and implementation;
- Knowledge and experience in HTML, XML, JavaScript, Java, PHP, CSS, etc.
- Proven ability in SEO, keyword research, and Google Analytics;
- Experience with content management and internet tools;
- Project management experience with the ability to drive tasks and projects to completion;
- Experience working with Microsoft Office (Word, PowerPoint, Excel, Access, SharePoint);
- Strong knowledge of web content management tools and best practices;
- Experience working with Adobe Creative Suite (Dreamweaver, Acrobat, Photoshop, Illustrator) is an asset;
- Graphic design experience is an asset;
- Experience in a professional writing or content creation capacity (journalism, advertising, marketing, public relations) is an asset;
- Excellent interpersonal, collaboration, and written and verbal communication skills;
- Ability to work independently, with a team and with the public;
- Demonstrated organizational, analytical, time management and problem solving skills;
- Experience working for a not-for-profit organization is an asset;
- Knowledge of Métis culture;
- Knowledge of the MMF structure, programs and services; 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)