



**MANITOBA METIS FEDERATION INC.**

**REGIONAL YOUTH COORDINATOR**

**January 8, 2020**

**Posting #20-011-02**

The Manitoba Metis Federation (MMF) is the official democratic and self-governing representative for the Metis Nation's Manitoba Metis Community. The Manitoba Metis are Canada's Negotiating Partners in Confederation and the Founders of the Province of Manitoba.

The MMF seeks to fill **one (1) full-time Regional Youth Coordinator** position within our **Metis Employment and Training Department** located within our **MMF The Pas Regional Office** at 456 Fischer Ave in The Pas, MB. Remuneration is based on education and experience.

**Job Duties/Competencies:**

- Consulting with Metis Youth, Locals and partners to develop, coordinate and implement Youth programming to address issues relevant to Youth in the areas of Employment and Training, Entrepreneurship, Education, Culture and Heritage, and Recreation;
- Develop, coordinate and implement Youth programming and initiatives within the Region;
- Assist Youth to access summer employment opportunities including researching Youth summer employment initiatives and assisting youth in applying for opportunities;
- Assist Youth with job search skills by assisting with preparation of resumes and cover letters, job search strategies, and preparing for job interviews;
- Answer general inquiries from the public and provide information on Regional Youth programs and services and community resources;
- Research training and labour market needs;
- Participate in job fairs, career symposiums, community events and conduct presentations on Youth initiatives;
- Develop funding proposals and reports and assist with monitoring financial aspects of Regional Youth projects;

**Skills and Qualifications:**

- A combination of relevant post-secondary education and two (2) years of directly related work experience;
- Demonstrated ability developing, coordinating and implementing Youth programs and initiatives;
- Experience developing funding proposals and reports;
- Knowledge of Youth programming initiatives regionally and provincially;
- Demonstrated experience establishing and maintaining productive and respectful relationships with a diverse array of partners, clients, and co-workers;
- Excellent oral and written communication skills, with an ability to develop and communicate programs and policies to clients, stakeholders and partners;
- Proficient with Microsoft Word, Excel, Outlook, Power Point, and computerized case management programs;
- Effective organizational, interpersonal and time management skills;
- Experience working with Indigenous non-profit organizations, volunteer boards & committees is preferred;
- Knowledge of Metis culture and MMF programs and services is a definite asset; and
- Ability to travel, valid Manitoba Driver's license with access to a reliable vehicle.

We offer a comprehensive benefits package including; health, dental, vision, pension and vacation.

**Please submit your resume and cover letter in Word format, referencing the job posting number by Wednesday, January 22, 2020.**

**Preference will be given to qualified Metis applicants and they are encouraged to self-identify on their cover letter. The MMF encourages internal applicants to apply for career opportunities within our Government.**

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