



INFINITY WOMEN SECRETARIAT

DIRECTOR
December 14, 2023
Posting #23-15-022

The Manitoba Métis Federation (MMF) is the National Government of the Red River Métis - also known as the Manitoba Métis. The Red River Métis are Canada's Negotiating Partners in Confederation and the Founders of the Province of Manitoba.

The Infinity Women Secretariat (IWS) is a proud affiliate of the MMF whose main purpose is to promote, empower and enhance the social, culture and economic well-being of Métis Women, Girls, and 2SLGBTQ+ Individuals.

The IWS seeks to fill **one full-time Director** position located at 150 Henry Ave in **Winnipeg, MB**. Reporting to, and under the leadership of the IWS Spokeswoman, the Director creates, plans, directs, coordinates, and oversees the IWS to ensure that established goals and objectives are accomplished in accordance with prescribed priorities, budgetary guidelines, and work plan activities.

Job Duties/Competencies:

- Development and implementation of programs intended to achieve the strategic plans and priorities set by the IWS Spokeswoman and MMF Cabinet including mechanisms for evaluation of such action plans;
- Overall administrative, financial and program management of the IWS, including budget creation and direct supervision of administrative staff;
- Maintain current issues and priorities important to the IWS through a review of materials and development of briefing notes;
- Development and management of meetings between the IWS, internal offices, MMF Locals, colleagues, government officials, and other interested parties, including the management of correspondence for the IWS;
- Manage the financial and physical resources and coordinate the development of plans to meet the changing needs of Red River Métis Women and communities in relation to the program and services offered.

Skills and Qualifications:

- Bachelor's degree in Business Administration or a related field of study;
- Previous experience in a leadership role with emphasis in management and human resource practices, communications, and marketing;
- Proficient in Microsoft Office: Word, Excel, Outlook and PowerPoint;
- Demonstrated organizational, financial, and administrative management skills;
- Demonstrated ability to supervise staff;
- Demonstrated ability to prepare budgets and read financial statements;
- Knowledge of Métis 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. Access to an on-site fitness facility as well as an in-house restaurant is available.

Please submit your resume and cover letter, referencing the job posting number by Wednesday, January 3, 2023.

The MMF requires a satisfactory criminal record check prior to commencement of employment. The MMF will accept existing criminal record checks if dated within 3 months of your start date. Obtaining this document is not a guarantee of employment.

Preference will be given to qualified Métis 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.

MMF Human Resources Department
300-150 Henry Ave, Winnipeg, Manitoba R3B 0J7
Email to: jobs@mmf.mb.ca
Fax to (204) 947-1816

All our job postings can be found at: www.mmf.mb.ca.