



## MANITOBA MÉTIS FEDERATION

### JUSTICE PROGRAM COORDINATOR

December 18, 2023

Posting #23-06-006

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 MMF seeks to fill **one full-time Justice Program Coordinator** position within our **Métis Justice Institute Department** located at 200 Main Street in **Winnipeg, MB**. The Justice Program Coordinator is responsible primarily for researching, designing, implementing, and monitoring justice programs and services within the Métis Justice Institute (MJJ). The Justice Program Coordinator will work as a member of a support team to the Minister of Justice, MJJ Director, Associate Director, and other program/project staff.

#### **Job Duties/Competencies:**

- Prepare program and funding proposals;
- Assist in negotiations for programs, services and contracts;
- Assist in the development of justice programs and services in each MMF Region;
- Monitor and evaluate policy and program initiatives;
- Research available programs and services in each MMF Region and develop internal written and verbal community briefs, reports, position papers and presentations on findings;
- Design networking strategies and tools for each MMF Region;
- Assist in the development of collaborative partnerships with stakeholders in each MMF Region as directed.

#### **Skills and Qualifications:**

- Bachelor's Degree in the social sciences or equivalent experience and training related to justice and community program development;
- Three years' experience in corrections or community justice;
- Experience in preparing funding proposals for social service projects and programs;
- Experience in program management and evaluation;
- Strong organizational, interpersonal and time management skills;
- Experience working with boards and/or committees is preferred;
- Experience working for a not-for-profit organization and Indigenous community is an asset;
- Knowledge of Métis culture, 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 Thursday, January 4, 2024.**

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](mailto:jobs@mmf.mb.ca)  
Fax to (204) 947-1816

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