



METIS ECONOMIC DEVELOPMENT ORGANIZATION

ESGS INC MANAGER

January 12, 2024

Posting # 23-15-024

The Métis Economic Development Organization (MEDO) is a business investment and management firm, and proud affiliate of the Manitoba Métis Federation (MMF), that works to make key business investment decisions based on generating profit and building capacity for the long-term sustainability of the Red River Métis within Manitoba.

The MEDO seeks to fill **one full-time ESGS Inc Manager** position located at 150 Henry Ave in **Winnipeg, MB**. The Manager oversees the responsibilities of the ESGS Inc that focuses on Procurement and the Red River Métis Marketplace. The Manager ensures compliance and adheres to all policies, goals, objectives, and legislation.

Job Duties/Competencies:

- Supervise and train staff;
- Monitor and ensure compliance of established policies and procedures;
- Create a policy and procedure manual for ESGS Inc;
- Provide written monthly and annual reports on ESGS Inc activities and results such as statistics, financials, etc.;
- Implement and monitor a consistent procedure for office administration and records management;
- Develop promotional materials and packages such as social media, website, brochures, newspaper ads, etc.;
- Contribute operations information and recommendations to strategic plans and reviews.

Skills and Qualifications:

- Bachelor's Degree in Business Administration, Accounting or relevant field; equivalent experience and training may be considered;
- 5 years' experience as a Manager or similar role;
- Experience in business/strategic planning, finance, event coordination and developing promotional material;
- Experience building and maintaining industry relationships;
- Strong understanding of general finance and budgeting, including profit and loss, balance sheet and cash-flow management;
- 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 Sunday, January 21, 2024.

The MEDO requires a satisfactory criminal record check prior to commencement of employment. The MEDO 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.