



## MANITOBA MÉTIS FEDERATION

### ADMINISTRATIVE COORDINATOR

December 22, 2023

Posting #23-08-001

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 Administrative Coordinator** position within our **Engagement and Consultation Department** located at 150 Henry Avenue in **Winnipeg, MB**. The Administrative Coordinator is responsible for providing administrative support to the Director of Engagement and Consultation and the department.

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

- Draft, type, and proofread documents including but not limited to; reports, letters, briefing notes, and memoranda;
- Schedule appointments, meetings, travel arrangements and maintain department calendar;
- Conduct research, assist with preparing financial reports and maintaining financial records;
- Prepare agenda and information kits for meetings and take, transcribe, and edit meeting minutes;
- Process and maintain a log of incoming and outgoing correspondence;
- Photocopy and organize documents for distribution, mailing, filing, and faxing;
- Develop and maintain electronic and hard copy filing systems;
- Receive visitors, screen calls, take messages and determine urgency;
- Maintain and order office supplies;
- Complete purchase orders, cheque requisitions and allocate expenses as per budget.

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

- Post-secondary education in Business Administration, Administrative Assistant, or related field;
- Minimum 3-5 years' experience in an administrative support position, or similar role;
- Excellent communication skills including experience drafting correspondence and preparing reports;
- Experience in a computerized office environment with a proven ability with Microsoft Office;
- Demonstrated ability to create and maintain filing systems and maintain confidential records and files;
- Strong organizational, interpersonal and time management skills;
- Experience working for a not-for-profit organization and Indigenous community is an asset;
- 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 Sunday, February 6, 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 Avenue, 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).