



## MANITOBA MÉTIS FEDERATION

### MOBILE REGISTRY OFFICER

January 25, 2024

Posting #23-04-006

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 **two full-time Mobile Registry Officer** positions within our **Central Registry Office Department** located at 150 Henry Ave in **Winnipeg, MB**. The Mobile Registry Officer will be responsible for coordinating all aspects of the MMF Citizenship and Harvester Card process traveling with the Central Registry Office Mobile Citizenship Unit. This position will primarily be travelling from the months of May – October with varied hours and days, with reduced travel needs in other months and primarily be working in office.

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

- Process application forms ensuring all criteria and information are met;
- Input all relevant data into the electronic citizenship database;
- Answer questions from applicants, constituents or Locals regarding the application process including genealogies, Citizenship, Métis Harvesting Initiatives, etc.;
- Provide harvesting information regarding the fall harvest big game tags and Métis Conservation Trust Sticker;
- Receive, process, and distribute application forms;
- Maintain and update both electronic and hard copy filing systems;
- Perform clerical duties related to MMF Citizenship.

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

- Post-secondary education in Administrative Assistant, Clerk, or relevant field preferred;
- Minimum two years' experience as an Administrative Assistant, Clerk, or similar role;
- Experience in customer service and/or excellent customer service skills preferred;
- Proficient in data entry;
- Proficient in Microsoft Office: Word, Excel, Outlook, and PowerPoint;
- Ability to manage time and utilize resources to complete departmental objectives;
- Knowledge of Métis issues and socio-economic conditions affecting Métis people preferred;
- Knowledge of local, provincial, and federal resources preferred;
- Knowledge of Red River 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, February 8, 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).