



INFINITY WOMEN SECRETARIAT

CENTRE DIRECTOR

January 26, 2024

Posting #23-15-026

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 Centre Director** position within our **Little Infinity Child Care Centre** located at 12 Hawthorne Place in **St. Andrews, MB**. The Centre Director is responsible for overseeing the day-to-day operations of the childcare facility, including hiring, administration, and financial management. Early Childhood Educators II, who are actively enrolled in a program to obtain a Level III classification, are encouraged to apply. We are looking for an energetic, flexible, and reliable individual passionate about child care and early learning for Red River Métis children.

Job Duties/Competencies:

- Oversee the delivery and implementation of Métis-specific programming and curriculum, and incorporate the Circle of Security Philosophy;
- Registration of children;
- Collection of parent and subsidy fees;
- Complete reports and inclusion support payments;
- Develop partnerships with outside agencies, resources, and community partners;
- Maintain public relations with all stakeholders;
- Participate in annual budget preparation;
- Manage and maintain centre budget.

Skills and Qualifications:

- Child Development Degree or ECE III Diploma, Advanced ECE III Diploma;
- Minimum of three years' experience in a Centre Director role or relevant role with demonstrated ability to deliver programs and services;
- Knowledge and experience with Fastoche required, or a willingness to learn;
- Circle of Security Certificate an asset;
- Strong organizational, interpersonal and time management skills;
- Clear Vulnerable Sector Check, Criminal Record Check, and Child Abuse Registry Check;
- 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.

Please submit your resume and cover letter, referencing the job posting number by Sunday, February 11, 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
Fax to (204) 947-1816

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