



MANITOBA MÉTIS FEDERATION

CENTRE DIRECTOR

January 31, 2024

Posting #23-14-016

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 Centre Director** position within our **Louis Riel Childcare Centre** located at 561 St Jean Baptiste St. in **Winnipeg, MB**. The Centre Director is responsible for overseeing the day-to-day operations of the childcare facility, including hiring, administration, and financial management. The successful applicant will begin as the Centre Director for a 40-space Infant/Preschool centre which is in the build phase. Manitoba 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 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. This posting is open until filled.

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.