



MANITOBA MÉTIS FEDERATION

ENGINEERING INTERN

February 8, 2024

Posting #23-13-009

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 summer co-op Engineering Intern** position within our **Housing & Property Management Department** located at 150 Henry Ave in **Winnipeg, MB**. This role offers a unique opportunity to contribute to meaningful projects that positively impact the Métis community in Manitoba. As an Engineering Intern, you will be an integral part of the Housing Department Capital Projects Team, working on various initiatives that align with the MMF's goals and objectives. The capital projects team works on capital projects varying from \$2 Million to \$40+ Million. Projects include multi-family housing, specialized housing, childcare centers, commercial, and institutional.

Job Duties/Competencies:

- Collaborate with Project Managers to support ongoing projects;
- Contribute to project planning, execution, and documentation;
- Properly file and maintain project documentation;
- Prepare agendas and meeting minutes while participating in meetings;
- Assist in getting quotes on scopes of work and answer questions related to RFP's;
- Collect and analyze engineering data to support decision-making processes;
- Assist in the interpretation of data and preparation of technical reports and briefings;
- Perform visual site inspections and document inspections via photos and reports;
- Work with the engineering team to create and modify design drawings using AutoCAD;
- Contribute to research initiatives and the development of innovative engineering solutions;
- Communicate effectively with team members and other stakeholders.

Skills and Qualifications:

- Currently pursuing a degree in Engineering or a related field;
- Strong academic performance and analytical skills;
- Proficient in software tools such as Microsoft Office Suite and AutoCAD;
- Excellent problem-solving abilities and attention to detail;
- Effective communication skills, both written and verbal;
- Ability to work independently and collaboratively in a team environment;
- Strong organizational, interpersonal and time management skills;
- 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.

Please submit your resume and cover letter, referencing the job posting number by Thursday, February 22, 2024.

Preference will be given to qualified Métis applicants and they are encouraged to self-identify on their cover letter.

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.