



MANITOBA MÉTIS FEDERATION

ADMINISTRATIVE COORDINATOR

February 12, 2024

Posting #23-08-001 (REPOSTED)

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 200 Main Street 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:

- Provide support to the Director with day-to-day departmental activities;
- Maintain the department's daily calendar, scheduling and coordinating on and off-site meetings;
- Process and maintain a record of incoming and outgoing correspondence;
- Manage and respond to correspondence and inquiries on behalf of the department/Director when necessary;
- Manage financial tracking system and assist with the preparation of financial reports;
- Complete purchase orders, cheque requisitions, travel itineraries and accommodations;
- Develop and maintain electronic filing system, databases, and tracking for statistical purposes;
- Receive visitors, screen calls, take messages and determine urgency;
- Prepare agenda and information kits for meetings and provide accurate minutes;
- Assist with the coordination of consultation activities;
- Photocopy and organize documents for distribution, mailing and filing; and,
- Maintain an inventory of and order office supplies as necessary.

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;
- Ability to maintain confidentiality when handling sensitive information;
- Ability to work with little to no supervision;
- Experience working for a not-for-profit organization and Indigenous community is an asset;
- Knowledge of Red River 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, pension, vacation, and an in-house restaurant at our Home Office location.

Please submit your resume and cover letter, referencing the job posting number by Monday, February 26, 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 Red River 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
Fax to (204) 947-1816

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