



MANITOBA MÉTIS FEDERATION

TRIBUNAL COORDINATOR

February 13, 2024

Posting #23-06-006

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 **one full-time Tribunal Coordinator** position within our **Métis Justice Institute Department** located at 200 Main Street in **Winnipeg, MB**. Reporting to the Métis Justice Institute Director, this position will be responsible to assist in the delivery and implementation of the MMF's Citizenship and Harvesting Judicial Tribunal and Appeals Processes. The salary range is between \$45,000-\$50,000.

Job Duties/Competencies:

- Assist inquiries and provide information to those who request appeal packages;
- Receive and process notice of appeal documentation;
- Review and obtain all relevant information in the development of an appeal package;
- Follow up and provide updates to appellants, and coordinating with appellants to ensure package is complete;
- Assist in scheduling meetings and booking facilities;
- Assist in developing policies and procedures;
- Work with the committee to undertake Judicial Tribunal Process as developed and identified;
- Provide information to the Tribunal Secretary, Chair, and Tribunal Committee;
- Coordinate all communication with updates on the appellants information to their appeal to the Secretary, Chair, and Tribunal Committee.

Skills and Qualifications:

- Diploma or Degree in Social Sciences, Business Administration or related field;
- Undergraduate degree in Indigenous studies and/or History is an asset;
- Three years' experience in Administrative Assistance;
- Experience with program implementation and case management;
- Proficient in Microsoft Office: Word, Excel, PowerPoint, Outlook;
- Knowledge of MMF Citizenship and Harvesting process is an asset;
- Experience working with boards and/or committees;
- Experience working for a not-for-profit organization and Indigenous community is an asset;
- Clear Child Abuse Registry Check, Adult Abuse Registry Check, and Criminal Record Check required;
- 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 Tuesday, February 27, 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.