



MANITOBA MÉTIS FEDERATION

ASSESSMENT OFFICER – POST-SECONDARY EDUCATION

February 21, 2024

Posting #23-16-001 (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 Assessment Officer – Post-Secondary Education** position within our **Provincial Education Department** located at 200 Main Street in **Winnipeg, MB**. The Assessment Officer will assist students in applying for and navigating financial support from the Post-Secondary Education Support Program (PSESP) and other scholarships, bursaries, and awards.

Job Duties/Competencies:

- Meet with students virtually to assess student eligibility;
- Provide students with information and connection to MMF programs and bursaries;
- Maintain student files and update databases;
- Collaborate with internal MMF departments to advance Métis students applications;
- Ensure all requested information and documentation is collected from applicants;
- Establish and maintain a network of contacts at secondary schools, universities, and colleges;
- Present information to management and prepare reports as required;
- Deliver Post-Secondary Education programs and services to Métis Citizens;
- Attend and assist with Métis cultural events, career and education fairs, regional and annual meetings;
- Respond to and manage phone and email communications.

Skills and Qualifications:

- Related post-secondary education in business administration or project management
- Two years of related work experience;
- Excellent communication skills including experience drafting correspondence and preparing reports;
- Demonstrated ability to create and maintain filing systems and maintain confidential records and files;
- Strong organizational, interpersonal and time management skills;
- Proficient with Microsoft Office: Word, Excel, Outlook, PowerPoint;
- Experience working for a government, not-for-profit organization, and/or Indigenous community is an asset;
- Experience working with boards and/or committees is preferred;
- 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 Wednesday, March 6, 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.