



## MANITOBA MÉTIS FEDERATION

### ENVIRONMENTAL SUMMER PROGRAM ASSISTANT

February 29, 2024

Posting #23-07-011

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 **two summer term Environmental Summer Program Assistant** positions within our **Energy, Infrastructure & Resource Management Department** located in **Winnipeg, MB**. Reporting to the Program Lead, the Program Assistant will assist with the preparation and implementation of summer programs for the Métis Environmental Leaders of Tomorrow (MELT) Program. MELT is a program that offers land-based education opportunities with a focus on climate education and climate action for Red River Métis youth, kindergarten to grade 12. The Program Assistant will attend summer camps and assist in ensuring the summer camps operate successfully.

#### **Job Duties/Competencies:**

- Travel to camps and events throughout the summer as required;
- Assist with management and undertaking of camps and events;
- Maintain a positive attitude and relationship with youth participants during camps;
- Ensure all equipment is clean, organized and in good working order;
- Assist in inventory, winterization and storage of summer equipment and supplies.

#### **Skills and Qualifications:**

- Current enrollment in post-secondary education in fields such as Environmental Studies, Natural Resources, Geography, Natural Sciences, Indigenous Studies, and Project Management is an asset;
- First Aid and CPR Training is an asset, but can be provided;
- Wilderness First Aid is an asset, but can be provided;
- Proficient in Microsoft Office;
- Excellent verbal and written communication skills in English (additional language proficiency would be considered an asset);
- Experience with land-based education is an asset;
- Experience working with youth in open, outdoor environments is an asset;
- Understanding of climate change and general information regarding Manitoba ecosystems, and interest in environmental education;
- Clear Child Abuse Registry Check;
- 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. 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  
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All our job postings can be found at: [www.mmf.mb.ca](http://www.mmf.mb.ca).