



## MANITOBA MÉTIS FEDERATION

### COMMUNITY PROJECTS SPECIALIST

March 20, 2024

Posting #23-07-013

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 full-time Community Projects Specialist** positions within our **Energy, Infrastructure and Resource Management Department** located in **Winnipeg, MB**. Reporting to the Director, the Community Projects Specialist will plan, implement, coordinate, and oversee the MMF's community projects in the department. The Community Projects Specialist will work with others in the department to build and maintain stakeholder relationships, create, and monitor project budgets and collaborate with the team to achieve project success.

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

- Design engagement and consultation strategies and tools to benefit Red River Métis Citizens and Harvesters;
- Research assigned support program topics;
- Prepare program and funding proposals;
- Prepare reports, briefings, letters, and memorandums;
- Implement and monitor programs, services and contracts;
- Support planning and coordination of MMF participation in Canadian Nuclear Safety Commission programs, projects and activities;
- Schedule and organize meetings/events and maintain agenda;
- Assist in program evaluation and research analysis as assigned.

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

- Diploma or Degree in Environmental Sciences/Studies, Indigenous Studies, or relevant field, and/or equivalent experience;
- Experience as a Program Coordinator or relevant position is considered an asset;
- Knowledge of budgeting, bookkeeping, and reporting;
- Knowledge of program management procedures and best practices;
- Strong organizational, interpersonal and time management skills;
- Proficiency in Microsoft Office: Word, Excel, Outlook, and PowerPoint;
- Experience working for a not-for-profit organization and Indigenous community is an asset;
- 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 by Wednesday, April 3, 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](mailto:jobs@mmf.mb.ca)  
Fax to (204) 947-1816

All our job postings can be found at: [www.mmf.mb.ca](http://www.mmf.mb.ca).