



## MANITOBA MÉTIS FEDERATION

### INFRASTRUCTURE SPECIALIST

March 20, 2024

Posting #23-07-014

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 Infrastructure Specialist** position within our **Energy, Infrastructure and Resource Management Department** located in **Winnipeg, MB**. The Infrastructure Specialist oversees the assessment, implementation, management, and monitoring of infrastructure specific projects in Manitoba and across our national homeland.

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

- Develop and oversee approved projects;
- Coordinate work associated with the facilitation of meetings, community workshops, teleconferences, etc.;
- Prepare reports, briefings, and letters, for review by the Director;
- Photocopy and organize documents for distribution, mailing, filing and faxing;
- Build relationships and communicate with Red River Métis Citizens and Harvesters to expand MMF participation in programs and projects;
- Research and review all relevant documents, policy, legislation, etc.;
- Research and develop surveys and interview questions on concerns specific to infrastructure programs and projects.

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

- Grade 12 Diploma or equivalent;
- Diploma or Degree in Environmental Sciences/Studies, Natural Resources, Indigenous Studies, or relevant field, and/or equivalent experience is an asset;
- Previous experience in community outreach and event organization activities;
- Previous experience in data research, analysis, and presentation, including report writing;
- Previous knowledge of historical and current Environmental and Indigenous issues;
- High Proficiency in MS Office Excel and Word;
- Experience working for a not-for-profit organization and Indigenous community is an asset;
- Knowledge of Manitoba Hydro programs, projects, relationship with MMF and related issues;
- 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, 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).