



## MANITOBA MÉTIS FEDERATION

### PROGRAM OFFICER

March 21, 2024

Posting #23-02-012 (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 Program Officer** position within our **Métis Employment & Training Department** located within our MMF Northwest Regional Office in **Dauphin, MB**. The Program Officer will develop and implement training and employment initiatives undertaken by the Métis Employment & Training Department.

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

- Network and collaborate with industry, employers and partners to initiate and develop relationships and partnerships for employment and training initiatives to address labour market needs;
- Actively engage with partners to proactively develop employment & training projects to respond to community labour market needs;
- Provide support to groups, individuals, and employers in preparing employment & training proposals and applications;
- Manage project contract financials by reviewing and reconciling monthly claims and reports, ensuring that service providers operate within budget allocation and align with intended activities;
- Ongoing monitoring of client progress and attendance during employment and training activities, providing support and guidance for retention and success.

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

- Related post-secondary education in social sciences, adult education and training, business administration or management, and a minimum of 2 years directly related work experience;
- Ability delivering, coordinating, and implementing employment-focused training programs;
- Ability to research training and labour market needs;
- Experience developing employment-focused training proposals;
- Experience analyzing financial statements and reports and an understanding of basic financial and accounting practices;
- Experience working for a not-for-profit organization and Indigenous community is an asset;
- Knowledge of 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.

**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  
300-150 Henry Ave  
Winnipeg, Manitoba R3B 0J7  
Email to: [jobs@mmf.mb.ca](mailto:jobs@mmf.mb.ca)  
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