



MANITOBA MÉTIS FEDERATION

PROGRAM COORDINATOR

March 22, 2024

Posting #23-17-001

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 Coordinator** position within our **Sixties Scoop and Residential Schools Department** located at 200 Main Street in **Winnipeg, MB**. The Program Coordinator builds and maintains relationships with survivors and their family members affected by the Sixties Scoop and Residential and Day Schools era, and assists clients with self-service resources and scheduling appointments with other departmental staff for more in-depth discussions of reconciliation and healing.

Job Duties/Competencies:

- Plan, coordinate, and execute events, workshops, and programs that promote survivor healing engagement and participation;
- Liaise with Counsellors/Social Workers to support survivors healing;
- Answer to general inquiries from the public and provide information on Sixties Scoop and Residential Day Schools programs & services;
- Collect pertinent information about Sixties Scoop and Residential Day Schools Survivors;
- Assist with determining if client is a Métis citizen;
- Assist client in reaching Métis citizenship;
- Develop all forms and documents for intake and citizenship process;

Skills and Qualifications:

- Degree or Diploma in Human Rights Education, Social Sciences or relevant field, and/or experience working with Red River Métis citizens on reconciliation initiatives;
- Minimum of 2 years' experience in an administrative or direct client services capacity;
- Experience maintaining confidential records and files;
- Experience establishing and maintaining solid working relationships;
- Proficiency in MS Office Suite; Excel, Word, Outlook and PowerPoint;
- Strong problem solving and decision making skills;
- 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. 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 Sunday, April 7, 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.