



MANITOBA MÉTIS FEDERATION

JUNIOR PROGRAM COORDINATOR - SUMMER STUDENT

March 22, 2024

Posting #23-14-021

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 summer term Junior Program Coordinator** position within our **Early Learning and Child Care Department** located at 200 Main Street in **Winnipeg, MB**. The Junior Program Coordinator assists the team with plans, implementation, coordination, and aids in the execution of their designated programs within the Department to ensure that established goals and objectives are accomplished in accordance with prescribed priorities, budgetary guidelines, and work plan activities. **This is a summer position set to end August 31, 2024.**

Job Duties/Competencies:

- Research assigned support program topics;
- Maintain established development through tested procedures;
- Assists with preparing programs;
- Aids with implementation of programs, services and contracts as assigned;
- Assists in program evaluation and research analysis as assigned;
- Supports planning and coordination of ELCC programs and activities;
- Ensure implementation of policies and practices;
- Attend meetings/events and maintain agenda as directed;
- Supports and executes ELCC events & promotions as assigned.

Skills and Qualifications:

- Currently enrolled in post-secondary education in a relevant field;
- Experience as a Programming Coordinator or relevant position is an asset;
- Knowledge of project execution and procedures;
- Knowledge of budgeting, bookkeeping and reporting;
- Proficiency in MS Office Suite;
- Strong organizational, interpersonal and time management skills;
- Experience working with boards and/or committees is preferred;
- 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.

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.