



MANITOBA MÉTIS FEDERATION

MANAGER OF PROGRAMMING

March 27, 2024

Posting #23-14-010 (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 Manager of Programming** position within our **Early Learning and Child Care Department** located at 200 Main Street in **Winnipeg, MB**. The Manager of Programming plans, implements, coordinates, and oversees departmental programs and marketing to ensure that established goals and objectives are accomplished in accordance with prescribed priorities, budgetary guidelines, and work plan activities.

Job Duties/Competencies:

- Lead in the planning, coordination, and execution of departmental conferences, community engagements, events, social media, marketing and meetings;
- Assist in ELCC department strategy, programs, implementation, and evaluation of ELCC programming as assigned by the Director;
- Assist with maintaining partnerships with industry contacts, community organizations and stakeholders, childcare centers, and service providers;
- Work with partners to proactively meet community needs;
- Develop programs in accordance with signed contracts/contribution agreements;
- Assist in the formulation of strategic planning for departmental implementation;
- Assist with creating and/or distributing marketing materials.

Skills and Qualifications:

- Degree or Diploma in Business Administration, Creative Communications or relevant field;
- Proven experience in program and events management, marketing, or relevant role;
- Experience in preparing funding proposals for social service projects and programs;
- Knowledge of budgeting, bookkeeping and reporting;
- Excellent problem solving and critical thinking skills;
- 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 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.

Please submit your resume and cover letter, referencing the job posting number by Wednesday, April 10, 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.