



MANITOBA MÉTIS FEDERATION

MANAGER OF LICENSING AND CHILD CARE

May 13, 2024

Posting #24-14-001

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 Manager of Licensing and Child Care** position within our **Early Learning and Child Care Department** located at 200 Main Street in **Winnipeg, MB**. The Manager of Licensing and Child Care is responsible for the licensing and strategic planning of child care centres.

Job Duties/Competencies:

- Schedule licensing timelines for project management on builds;
- Conduct site visits as required, attend all build meetings and report on build progress;
- Develop ELCC Child Care policies and procedures;
- Develop, implement and maintain procedures and systems to maximize operating efficiencies;
- Administer and coordinate ELCC programming activities for the department in a cost efficient and effective manner;
- Prepare and over budgets;
- Manage and report on all contract financials, ensuring that service providers operate within approved budget allocation, guidelines, and contract parameters;
- Ensure Child Care Centre Licensing Requirements are in accordance with Provincial Regulations.

Skills and Qualifications:

- Bachelor's Degree in Business Administration or relevant field; ECE III Diploma in Childhood Education; equivalent experience and training may be considered;
- Minimum of two years' experience as a Licensing Manager, Provincial Coordinator or relevant Management role with demonstrated ability to deliver programs and services;
- Experience in preparing funding proposals for social service projects and programs;
- Knowledge of budgeting, bookkeeping and reporting
- 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.

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 Monday, May 27, 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.