



## INFINITY WOMEN SECRETARIAT

### ASSISTANT CENTRE DIRECTOR

May 29, 2024

Posting #24-15-003

The Infinity Women Secretariat (IWS) is a non-profit organization that connects Red River Métis women, girls, 2sLGBTQ+ individuals throughout the Province of Manitoba and beyond, with a mandate to promote, empower, and enhance their well-being. Incorporated on April 23, 2013, IWS have already become well known in our Red River Métis communities, in our Red River Métis Government, and all throughout the Homeland. IWS remains a proud affiliate of the Manitoba Métis Federation (MMF), and The National Government of the Red River Métis.

The IWS seeks to fill **one full-time Assistant Director** position within our **Little Infinity Childcare Centre** located at 12 Hawthorne Place in **St. Andrews, MB**. Manitoba Early Childhood Educators II, who are actively enrolled in a program to obtain a Level III classification, are encouraged to apply. We are looking for an energetic, flexible, and reliable individual passionate about childcare and early learning for Red River Métis children.

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

- Assist in overseeing the delivery and implementation of Red River Métis specific programming and curriculum and incorporate the Circle of Security Philosophy.
- Experience with/or willing to learn Métis Culture, Michif Language, and Land-based Learning.
- Assist with the registration of children and the collection of parent and subsidy fees.
- Welcome new staff and enhance the professional growth of colleagues through the sharing of ideas, information, and professional development opportunities, and aid in the delivery of performance evaluations.
- Lead team in carrying out programs that promote children's physical, cognitive, emotional, social & cultural development.
- Create, implement, and monitor activities and experiences in all curriculum areas.
- Monitor and maintain program's equipment and centre structure.
- Participate in annual budget preparation and maintenance of centre budget.

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

- Child Development Degree or ECE III Diploma, Advanced ECE III Diploma.
- Minimum of three years' experience in an Assistant Centre Director role or relevant role with demonstrated ability to deliver programs and services.
- Knowledge and experience with Fastoche is an asset;
- Circle of Security Certificate an asset and willing to become a Facilitator, valid First Aid and CPR C is an asset.
- Clear Child Abuse Registry Check, and Criminal Record Check with Vulnerable Sector Check included.
- Class 4 Drivers license is an asset, or willingness to obtain.
- Knowledge of Red River Métis culture, IWS & MMF programs and services is an 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, June 12, 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 Red River 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  
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Email to: [jobs@mmf.mb.ca](mailto:jobs@mmf.mb.ca)  
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All our job postings can be found at: [www.mmf.mb.ca](http://www.mmf.mb.ca).