



## MANITOBA MÉTIS FEDERATION

### PROGRAM COORDINATOR

June 28, 2024

Posting #24-21-001

The Manitoba Métis Federation (MMF) is the democratically elected National Government of the Red River Métis, also known as the Manitoba Métis. The Red River Métis are a distinct Indigenous Nation and People, and 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 **Red River Métis Veterans Department (RRMV)** located at 90 Sutherland Ave in **Winnipeg, MB**. The Program Coordinator will develop, implement, project manage and monitor RRMV initiatives.

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

- Act as a main contact and lead for project initiatives, establishing collaborative partnerships to maximize resources;
- Network and collaborate with community partners to initiate and develop relationships and partnerships;
- Engage with partners to proactively develop Veteran Commemoration projects;
- Provide support to groups, individuals, and businesses in preparing Veteran Commemoration proposals and applications;
- Review and assess applications/proposals for funding;
- Negotiate with partners by establishing the department's position, meeting with stakeholders, identifying and resolving differences and reaching consensus in order to develop projects;

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

- Post-secondary education & experience in Social Sciences, Business Administration or Management or an equivalent combination of related education, training and experience;
- Experience analyzing financial statements and reports and an understanding of basic financial & accounting practices;
- Demonstrated ability delivering, coordinating and implementing employment-focused training programs;
- Experience researching training and labour market needs;
- 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, and 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 Sunday, July 14, 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  
300-150 Henry Ave  
Winnipeg, Manitoba R3B 0J7  
Email to: [jobs@mmf.mb.ca](mailto:jobs@mmf.mb.ca)  
Fax to (204) 947-1816

All our job postings can be found at: [www.mmf.mb.ca](http://www.mmf.mb.ca).