



## MANITOBA MÉTIS FEDERATION

### WRITER

July 8, 2024

Posting #24-05-001

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 Writer** position within our **Communications Department** located at 150 Henry Ave in **Winnipeg, MB**. The Writer will research, write, edit, fact-check, proofread, adapt and write articles for web content, newspapers, magazines, and other media outlets, as well as radio and television commercial scripts. The Writer will produce content with readers in mind and ensure pieces are accurate and objective.

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

- Perform research on different topics to obtain factual information and authentic detail, utilizing sources such as newspaper accounts, diaries, interviews, the internet and other methods;
- Perform extensive content, structural, and stylistic editing on projects as required;
- Proofread, correcting spelling and grammar ensuring pieces are accurate and objective;
- Create written material, including but not limited to: scripts for radio/TV, web content, newspaper and magazine articles, and listicles;
- Conduct interviews in order to write outlines and rough drafts;
- Establish contacts and sources to use in future research;
- Arrange and organize material for project, plans arrangement or outline, write synopsis;
- Uncover newsworthy stories that showcase MMF Citizens, and MMF programs and initiatives;

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

- Post-secondary education in journalism/content development, creative writing, English literature, performing arts, communications or relevant field;
- Minimum three years' experience writing/editing in a professional setting;
- Knowledge of digital editing, web search and databases;
- Ability to produce and edit creative work and fact-check information;
- Demonstrable portfolio of published articles;
- Excellent command of written English, style guides, and literary 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. Access to an on-site fitness facility as well as an in-house restaurant is available.

**Please submit your resume and cover letter, referencing the job posting number by Monday, July 22, 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).