



MANITOBA MÉTIS FEDERATION

PROGRAMMING COORDINATOR

July 15, 2024

Posting #24-14-009

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 Programming Coordinator** position within our **Early Learning and Child Care Department** located at 200 Main Street in **Winnipeg, MB**. The Programming Coordinator assists the Programming Lead with plans, implementation, coordination, and aids in the execution of their designated programs within the department to ensure that established goals and objectives are accomplished within budgetary guidelines, and work plan activities.

Job Duties/Competencies:

- Research assigned support program topics;
- Maintain established development through tested procedures;
- Implement and monitor programs, services and contracts as assigned;
- Assist in program evaluation and research analysis as assigned;
- Support planning and coordination of programs and activities;
- Ensure implementation of policies and practices;
- Attend meetings/events and maintain agenda as directed;
- Assist with preparing programs and investigates funding proposals or other tasks as assigned.

Skills and Qualifications:

- Diploma in Business Administration or relevant field; equivalent experience and training may be considered;
- Experience as a Programming Coordinator or relevant position;
- Knowledge of project execution and procedures;
- Experience in preparing funding proposals;
- Knowledge of budgeting, bookkeeping and reporting;
- Proficient in Microsoft Office Suite;
- 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 Monday, July 29, 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
Fax to (204) 947-1816

All our job postings can be found at: www.mmf.mb.ca.