



MANITOBA MÉTIS FEDERATION

COORDINATOR OF CHILDREN, FAMILIES & COMMUNITY INSTITUTE

July 18, 2024

Posting #24-00-006

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 Coordinator (CFCI)** position within our **Policy and Delivery Unit** located at 150 Henry Ave in **Winnipeg, MB**. The Coordinator will plan, direct, coordinate, and oversee MMF's activities as they relate to Child and Family Services to ensure that established goals, and objectives are accomplished in accordance with prescribed mandate, budgetary guidelines, and work plan activities.

Job Duties/Competencies:

- Overall administrative, financial and program management of the department portfolio, including budget creation and direct supervision of administrative staff;
- Develop and implement departmental initiatives intended to achieve the strategic plans and priorities set by the Red River Métis Cabinet;
- Review and respond to notices provided to the MMF as an Indigenous Governing Body;
- Develop and manage meetings between internal and external stakeholders;
- Prepare correspondence such as funding proposals, briefing notes, reports, etc.;
- Assist with research and analysis of a broad range of issues.

Skills and Qualifications:

- Bachelor of Social Work, Psychology, Human Ecology, Education or related discipline;
- Minimum of two (2) years' experience in Child and Family Services;
- Experience working with Indigenous Peoples: Red River Métis, Inuit and First Nation;
- Demonstrated organizational, financial, and administrative management skills;
- Proven experience in developing strategic plans, operational plans and proposals;
- Demonstrated ability to prepare budgets and read financial statements;
- Strong communication skills: written, verbal and presentation;
- Proficient in Microsoft Office: Word, Excel, Outlook and PowerPoint;
- 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 Thursday, August 1, 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.