



INFINITY WOMEN SECRETARIAT

CHILD CARE COORDINATOR

November 1, 2024

Posting #24-15-018

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 has 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), the National Government of the Red River Métis.

The IWS seeks to fill **one full-time Child Care Coordinator** position located at 150 Henry Ave in **Winnipeg, MB**. Reporting to the IWS Spokeswoman, the Child Care Coordinator is responsible for the strategic planning and operations of the "Little Infinity Child Care Centres" (herein known as Little Infinity Centres) before, during, and after the Centres are built. May be required to work some evenings and weekends.

Job Duties/Competencies:

- Plan, coordinate, and evaluate the design and development phase, construction phase, and implementation/operations of Little Infinity Centres;
- Lead the planning, coordination, execution, and evaluation of IWS ELCC projects and community engagement, including consultations, programs and activities, events, conferences, and meetings.
- Apply strategic planning to determine IWS, MMF, and Government objectives;
- Attend all build meetings, conduct site visits, and report on build progress;
- Develop, implement, and maintain procedures and systems to maximize operating efficiencies;
- Develop and prepare contracts, MOUs, etc. for IWS ELCC programming initiatives;
- Ensure Little Infinity Centres' licensing requirements are in accordance with Provincial Regulations.

Skills and Qualifications:

- Bachelor's Degree in Project Management or Business Administration, Early Childhood Educator (ECE) III Diploma, or relevant field;
- Minimum 2 years' experience in ELCC administration as a Director, Provincial Coordinator or relevant Management role with demonstrated ability to deliver programs and services;
- Experience working with Indigenous community, Boards, and Committees would be an asset;
- Expert knowledge of the development, coordination, implementation, and evaluation of ELCC projects;
- Excellent communication, interpersonal, organizational, writing, and time management skills;
- 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, November 18, 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.