



MANITOBA MÉTIS FEDERATION

DIRECTOR

November 14, 2024

Posting #24-14-014 (REPOSTED)

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 Director** position within our **Early Learning and Child Care Department** located at 200 Main Street in **Winnipeg, MB**. Reporting to, and under the leadership of the Senior Director, the Director creates, plans, directs, coordinates, and oversees the department to ensure that established goals and objectives are accomplished in accordance with prescribed priorities, budgetary guidelines, and work plan activities.

Job Duties/Competencies:

- Develop and implement departmental programs and initiatives intended to achieve the strategic plans and priorities set by the MMF Cabinet and Minister responsible;
- Provide the Senior Director with regular reports and updates on the department;
- Develop and execute a comprehensive early learning and childcare program for Red River Métis Citizens;
- Effectively lead the evaluation of all programs, services, and initiatives relating to early learning and childcare;
- Overall administrative, financial and program management of the department, including assisting in budget creation and direct supervision of departmental staff;
- Liaise with government funders and respond to opportunities for collaboration and partnerships; and,
- Promote inter-departmental collaboration with other MMF Departments on initiatives and events aimed at supporting Red River Métis children and families.

Skills and Qualifications:

- Bachelor's degree in Business Administration or a related field of study;
- Several years' experience in a leadership role with emphasis in program management and operations;
- Experience and knowledge in early learning and childcare is a strong asset, or, the desire and ability to learn;
- Demonstrated organizational, financial, and administrative management skills;
- Demonstrated ability to supervise staff;
- Demonstrated ability to prepare budgets and read financial statements;
- Strong organizational, interpersonal and time management skills;
- Experience working with boards and/or committees is preferred;
- Knowledge of Red River Métis culture, 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 Thursday, November 28, 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.