



INFINITY WOMEN SECRETARIAT

CHILD CARE COORDINATOR

December 2, 2024

Posting #24-15-018 (REPOSTED)

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 become well known in our Red River Métis communities and 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**. The Child Care Coordinator will be responsible to oversee the planning, development, implementation, coordination, monitoring, and evaluation of Red River Métis-specific ELCC programming, licensing, policies, procedures, and practices within Little Infinity Centre's across the National Homeland of the Red River Métis.

Job Duties/Competencies:

- Plan, coordinate, and evaluate the design and development phase, construction phase, and implementation/operations of Little Infinity Centres';
- Schedule timelines for project management, attend all build meetings and report on build progress;
- Develop, implement, and maintain procedures and systems to maximize operating efficiencies;
- Ensure Little Infinity Centres' licensing requirements are in accordance with Provincial Regulations;
- Explore new funding opportunities, prepare funding proposals and grants as required, and complete required reporting activities in a timely manner;
- Research, develop, implement, and maintain Métis-specific Early Learning and Child Care (ELCC) policies and procedures.

Skills and Qualifications:

- Early Childhood Educator (ECE) III Diploma, Bachelor's Degree in Project Management or Business Administration, or/and relevant experience will be considered;
- Minimum 2 years' experience in ELCC administration as a Director, Provincial Coordinator or relevant Management role with demonstrated ability to deliver programs and services;
- Expert knowledge of the governance, operations, licensing, and funding of child care facilities;
- Proficient knowledge of the development, coordination, implementation, and evaluation of ELCC projects;
- Experience in budgeting, record keeping, funding proposals, and project management tools is an asset;
- Experience working with Indigenous Community, boards and/or committees is preferred;
- Clear Child Abuse Registry Check, Adult Abuse Registry Check, and Criminal Record Check required;
- Knowledge of IWS, 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. This posting is open until filled.

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.