



MANITOBA MÉTIS FEDERATION

PROJECT COORDINATOR

December 12, 2024

Posting #24-00-012

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 Project Coordinator** position within our **Languages Unit** located at 200 Main Street in **Winnipeg, MB**. The Project Coordinator will be responsible for coordinating projects related to Michif and French language initiatives, ensuring they are completed on time, within scope, and aligned with the strategic goals of the MMF.

Job Duties/Competencies:

- Support the growth and development of Language programs, services, and supports;
- Coordinate the development, implementation, and facilitation of Language projects including Michif Language funding from Canadian Heritage;
- Liaise with managers and clients to define project requirements, scopes, and objectives that align with Canadian Heritage funding goals;
- Coordinate internal and external resources, ensuring that projects remain within scope, schedule, and budget;
- Develop detailed project plans, including timelines, milestones, and deliverables, and ensure adherence to these plans;
- Analyze project progress and, when necessary, advise and support clients to adapt scope or timeline to achieve optimal results.

Skills and Qualifications:

- Bachelor's Degree or Certificate in Program Management, Business Administration, Education, or Arts specializing in Métis studies;
- Minimum of three years' experience as a Project/Program Coordinator or relevant position;
- Demonstrated experience establishing and maintaining productive, respectful relationships with a diverse array of clients, partners, and co-workers;
- Experience in preparing program outlines and funding proposals would be an asset;
- Knowledge and/or exposure to the Michif Language would be an asset;
- 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 Wednesday, January 1, 2025.

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.