



MANITOBA MÉTIS FEDERATION

ADMINISTRATIVE ASSISTANT – HOUSING FIRST

February 25, 2025

Posting #24-00-016

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 Administrative Assistant – Housing First** position located within our Southwest Regional Office in **Brandon, MB**. The Administrative Assistant will assist in overseeing, monitoring and coordinating the day-to-day operations of the Southwest Regional Office.

Job Duties/Competencies:

- Develops tracking and filing systems for both hard copy and electronic files;
- Answers general inquiries from public and provides information related to resources and programs available;
- Receives visitors, screens call, maintains a log of messages and determines urgency;
- Draft, type and proofread correspondence, statements, forms and other documents;
- Maintains appointment schedules and calendars for case workers and managers;
- Completes required travel requisitions and cheque requisitions as requested;
- Maintain relations with internal/external contacts;
- Assists in establishing relationships & networks throughout the community;

Skills and Qualifications:

- Relevant education in the field of Administrative Assistant or related field(s);
- Minimum 3 years' experience in administrative support services with excellent communication skills;
- Demonstrated ability to create and maintain both electronic and hard copy filing systems;
- Demonstrated ability to work independently and as part of a team;
- Proficient in Microsoft Office – Excel, Word, PowerPoint, Outlook and Access;
- 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. 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 Tuesday, March 11, 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.