



MANITOBA MÉTIS FEDERATION

CULTURAL SUMMER ASSISTANT

March 28, 2025

Posting #24-18-003

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 summer term Cultural Summer Assistant** position within our **Culture and Heritage Department** located at 200 Main Street in **Winnipeg, MB**. The Cultural Summer Assistant assists the MMF Culture and Heritage Department with research, plans, implementation, coordination, and execution of departmental programs, events, and activities. The incumbent must be a **Red River Métis student between the ages of 18-30** who attended school full-time during the previous year and who intends to return to school on a full-time basis in the following academic year.

Job Duties/Competencies:

- Support planning and coordination of Culture and Heritage programs, events, and activities;
- Assist with the implementation of programs, services, and contracts;
- Assist with program reports and evaluations as assigned;
- Identify resources and materials for potential application;
- Document available physical resources of the program and support development of planning initiatives;
- Assist with communications to Citizens as assigned;
- Aid in the development of information brochures and other public communications;
- Attend meetings, events, and maintain agendas as assigned.

Skills and Qualifications:

- High School Diploma or equivalency;
- Experience working as a Program Assistant or a similar role is considered is an asset;
- Proficient in Microsoft Office Suite;
- Experience preparing funding proposals is an asset;
- Knowledge of project execution and procedures;
- Knowledge of budgeting, bookkeeping, and reporting;
- Strong organizational, interpersonal and time management skills;
- 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.

Please submit your resume and cover letter, referencing the job posting number by Sunday, April 13, 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.