



## INFINITY WOMEN SECRETARIAT

### PROGRAM COORDINATOR

April 11, 2025

Posting #25-15-001

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 Program Coordinator** position located at 150 Henry Ave in **Winnipeg, MB**. Reporting to the IWS Spokeswoman, the Project Coordinator will be responsible for leading a number of IWS projects.

#### **Job Duties/Competencies:**

- Coordinate the development, implementation, and facilitation of IWS programs;
- Prepare program outlines along with providing suggestions on the ongoing planning process of IWS programs;
- Create and deliver programs, activities, and workshops held virtually, in-person, and hybrid format within the National Homeland of the Red River Métis;
- Promote awareness of IWS services, supports, programs, and activities;
- Consult with Red River Métis women, IWS Board, MMF Local and Regional Offices, communities, and partners on a regular basis to identify IWS program and service needs;
- Develop advertising, marketing and promotional materials including website content and social media communications for IWS projects;
- Assist in development of informational brochures and other public communications.

#### **Skills and Qualifications:**

- Bachelor's Degree or Certificate in Program Management, Business Administration, Education, or Arts specializing in Métis studies;
- Minimum of two years' experience as a Project/Program Coordinator or relevant position;
- Knowledge of the development, coordination, and promotion of projects/programs, initiatives, and procedures within the community;
- Experience with virtual technology, facilitating online and hybrid workshops and creating social media posts;
- Proficient in Microsoft Office: Word, Excel, OneDrive, PowerPoint, Outlook;
- Strong organizational, interpersonal and time management skills;
- Knowledge of Red River Métis culture, IWS & MMF programs and services is an 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 Sunday, April 27, 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](mailto:jobs@mmf.mb.ca)  
Fax to (204) 947-1816

All our job postings can be found at: [www.mmf.mb.ca](http://www.mmf.mb.ca).