



MANITOBA MÉTIS FEDERATION

ENVIRONMENTAL PROJECT SPECIALIST

April 17, 2025

Posting #25-07-001

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 **multiple full-time Environmental Project Specialist** positions within our **Energy, Infrastructure and Resource Management Department** located at 200 Main Street in **Winnipeg, MB**. We are seeking to fill Project Specialist positions in the following portfolios: Agriculture, Traditional Economies, Natural Resources, and Energy and Infrastructure.

Job Duties/Competencies:

- Develop and oversee approved projects;
- Research and review all relevant documents, policy, legislation, etc.;
- Research and draft applications for project related funding opportunities;
- Prepare reports, briefings, and letters for review;
- Collaborate with Portfolio Leads in the planning, implementation and evaluation of surveys and monitoring programs relating to the portfolio;
- Build and maintain relationships with internal and external stakeholders;
- Conduct field work relevant to the funding and projects with the portfolio;
- Attend community workshops, meetings and coordinate work associated with the facilitation of meetings, community consultation sessions, teleconferences, etc.

Skills and Qualifications:

- A Bachelor's degree in Biology, Environmental Studies, Resource Management, Natural Resources, Indigenous Studies, or equivalent education will be considered;
- Experience in data research, analysis, and presentation, including report writing, grant writing, etc.;
- Demonstrated knowledge and experience working with provincial and federal agreements, licenses, and monitoring;
- Strong project management and leadership skills and experience;
- Proficiency in Microsoft Office and Adobe with a combined knowledge of Geographical Information Systems (GIS) being an asset;
- 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.

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 Sunday, May 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.