



MANITOBA MÉTIS FEDERATION

CHILD CARE LICENSING AND COMPLIANCE LEAD

April 23, 2025

Posting #25-14-001

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 **one full-time Child Care Licensing and Compliance Lead** position within our **Early Learning and Child Care Department** located at 200 Main Street in **Winnipeg, MB**. The Child Care Licensing and Compliance Lead is responsible for assisting with the licensing and strategic planning of licensed childcare centers, along with providing training and support to Centre Directors.

Job Duties/Competencies:

- Assist with planning licensing timelines;
- Conduct site visits as required;
- Assist in the facilitation the preparation and analysis of reports;
- Implement ELCC Child Care policies and procedures;
- Develop and prepare training materials;
- Assist with strategic planning to determine department objectives, and make strategy adjustments as necessary;
- Assist in establishing partnerships with industry contacts, childcare centers, and service providers;
- Assist with preparing monthly reports as required by the department;
- Coordinate meetings for staff training and development.

Skills and Qualifications:

- Bachelor's Degree in Business Administration or relevant field; ECE III Diploma in Early Childhood Education; equivalent experience and training may be considered;
- Minimum of three years' experience as a Licensing Manager, Provincial Coordinator, or relevant Management role with demonstrated ability to deliver programs and services;
- Minimum of 2 years' experience developing and facilitating programming;
- Experience in preparing funding proposals for social service projects and programs;
- Proficiency in Microsoft Office Suite;
- 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, 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, May 7, 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.