



MANITOBA MÉTIS FEDERATION

DIRECTOR
May 29, 2025
Posting #25-12-006

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 18-month term Director** position within our **Health and Wellness Department** located at 200 Main Street in **Winnipeg, MB**. The Director will create, plan, direct, coordinate, and oversee the Health and Wellness Department to ensure that established goals and objectives are accomplished in accordance with prescribed priorities, budgetary guidelines, and work plan activities. **This is a term position with a strong possibility of extension, or transition into a regular full-time position.**

Job Duties/Competencies:

- Overall administrative, financial and program management of the Department, including budget creation and direct supervision of administrative staff;
- Develop, implement, and oversee the management, operations, and administration of Health and Wellness projects, programs, and services;
- Coordinate with Human Resources the hiring process, orientation and training of all new departmental staff;
- Train all department staff on Federation policies and procedures;
- Direct supervise all departmental staff;
- Delegate responsibilities as required ensuring even work distribution amongst staff;
- Provide the necessary support, direction, and assistance to departmental staff as required;
- Provide regular reports and updates on operations, partnership negotiations, compliance to contracts and contribution agreements and finances for the department programs and projects.

Skills and Qualifications:

- Bachelor's Degree in Health, Business Administration, or related field;
- Master's Degree in a Health related field is preferred;
- Multiple years' experience within in a leadership role with emphasis in current management and human resource practices, communications and marketing;
- Demonstrated organizational, financial, administrative management skills;
- 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.

Please submit your resume and cover letter, referencing the job posting number by Sunday, June 8, 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.