



## MANITOBA MÉTIS FEDERATION

### ASSISTANT MANAGER

June 10, 2025

Posting #25-12-004 (REPOSTED)

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 part-time Assistant Manager** position within our **Michif Manor** located at **800 Notre Dame Ave in Winnipeg, MB**. The Assistant Manager supports the General Manager in overseeing Michif Manor's daily operations, including planning, execution, and management, in alignment with best practices, all relevant regulations and legislation, and the Manitoba Métis Federation's mission and objectives. Michif Manor operates 24/7 therefore the incumbent must be flexible and available to work various shifts, including evenings and weekends, though the role will not exceed 30 hours per week. The regular schedule will likely include evening shifts between Thursday and Sunday, with additional weekend availability required as needed.

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

- Maintain and monitor overall Michif Manor operations ensuring that all functions are carried out according to established procedures and guidelines;
- Supervises check-in and check-out process in accordance with Michif Manor procedures;
- When necessary and if no evening or weekend manager is available, cover the shift or find a suitable designate;
- Interact with Michif Manor guests daily, respond to their needs, and enforce operational rules when necessary;
- Keep the General Manager apprised of guest situations, suggestions, and/or problems;
- Assist in providing tours of Michif Manor to potential donors or supporters while keeping guests comfortable with privacy in mind;
- Ensure that the cleanliness, repair, and general upkeep of the building and grounds is completed.

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

- Post-secondary education in Management, Business Administration, Hotel and Restaurant Management, or a related field. A combination of relevant training and experiences may also be considered;
- Minimum of 2 year's experience in a management or leadership role, ideally within a not-for-profit organization;
- Proven experience in hospitality or lodging environments, event planning, and coordination with strong interpersonal, organizational, and time management skills;
- Demonstrated ability to engage effectively with employees, volunteers, and guests;
- First Aid Certification (Basic with CPR & AED) is an asset;
- Experience working for a not-for-profit organization and Indigenous communities 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 Tuesday, June 24, 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  
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All our job postings can be found at: [www.mmf.mb.ca](http://www.mmf.mb.ca).