



## MANITOBA MÉTIS FEDERATION

### ASSESSMENT OFFICER – POST-SECONDARY EDUCATION

July 15, 2025

Posting #25-16-001

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 Assessment Officer – Post-Secondary Education** position within our **Provincial Education Department** located at 200 Main Street in **Winnipeg, MB. This is a term position set to end on October 31, 2025.** The Assessment Officer will assist students in applying for and navigating financial support from the Post-Secondary Education Support Program (PSESP) and other scholarships, bursaries, and awards.

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

- Meet with students virtually to assess student eligibility;
- Provide students with information and connection to MMF programs and bursaries;
- Maintain student files and update databases;
- Collaborate with internal MMF departments to advance Red River Métis students applications;
- Ensure all requested information and documentation is collected from applicants;
- Establish and maintain a network of contacts at secondary schools, universities, and colleges;
- Present information to management and prepare reports as required;
- Deliver Post-Secondary Education programs and services to Red River Métis Citizens;
- Attend and assist with Red River Métis cultural events, career and education fairs, regional and annual meetings;
- Respond to and manage phone and email communications.

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

- Related post-secondary education in business administration or project management
- 2 years' directly related work experience in program and/or project management;
- Excellent communication skills including experience drafting correspondence and preparing reports;
- Demonstrated ability to create and maintain filing systems and maintain confidential records and files;
- Strong organizational, interpersonal and time management skills;
- Proficient with Microsoft Office: Word, Excel, Outlook, PowerPoint;
- Experience working for a government, not-for-profit organization, and/or Indigenous community is an asset;
- Experience working with boards and/or committees is preferred;
- 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.

**Please submit your resume and cover letter, referencing the job posting number by Tuesday, July 29, 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).