



INFINITY WOMEN SECRETARIAT

PROJECT OFFICER

July 18, 2025

Posting #25-15-009

The Infinity Women Secretariat (IWS) is a non-profit organization that connects Red River Métis women, girls, 2sLGBTQ+ individuals throughout the Province of Manitoba and beyond, with a mandate to promote, empower, and enhance their well-being. Incorporated on April 23, 2013, IWS has already become well known in our Red River Métis communities, in our Red River Métis Government, and all throughout the Homeland. IWS remains a proud affiliate of the Manitoba Métis Federation (MMF), the National Government of the Red River Métis.

The IWS seeks to fill **one full-time Project Officer** position located at 150 Henry Ave in **Winnipeg, MB**. The Project Officer is responsible for researching, developing, monitoring, and evaluating a number of IWS projects.

Job Duties/Competencies:

- Write project outlines, workplans, project and evaluation reports, ensuring that established goals and objectives are in accordance with prescribed priorities, budgetary guidelines, timelines, and activities of projects;
- Review existing programs, policies, etc. for relevance and provide recommendations/options for adaptation;
- Research new funding opportunities for IWS projects, prepare funding proposals and grants, and complete required reporting activities in a timely manner;
- Develop educational materials and content for IWS projects and programming;
- Create advertising, marketing, and promotional materials, including website content and social media communications for IWS projects;
- Support the growth and development of IWS, promoting awareness of IWS programs, services, supports, and resources.

Skills and Qualifications:

- Bachelor's Degree or Diploma in Program Management, Business Administration, Education, or relevant discipline;
- Minimum of three years' experience as a Project Officer or relevant position;
- Excellent ability in drafting documentation;
- Knowledge of the development, implementation, monitoring, and reporting of initiatives within the community;
- Experience conducting research, data analysis, writing reports and evaluations, and developing presentations;
- Proficient in Microsoft Office: Word, Excel, OneDrive, PowerPoint, Outlook;
- Strong organizational, interpersonal and time management skills;
- Knowledge of Red River Métis culture, IWS & MMF programs and services is an 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. Access to an on-site fitness facility as well as an in-house restaurant is available.

Please submit your resume and cover letter, referencing the job posting number by Sunday, August 3, 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 women, 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.