



MANITOBA MÉTIS FEDERATION

PROGRAM COORDINATOR

July 21, 2025

Posting #25-15-010

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 Program Coordinator** position within our **Red River Métis Business Development Corporation** located at 333 Main Street in **Winnipeg, MB**. The Program Coordinator will assist with the safe and efficient execution of special projects and events including assisting with communication, design details, marketing/promoting events, floor plans, visual guidelines along with departmental and Government requirements.

Job Duties/Competencies:

- Direct and ensure proper coordination of all Business Association administrative affairs;
- Assist with financial and physical resources and develop plans to meet the evolving needs of Red River Métis people and communities;
- Identify resources and materials for potential application;
- Implement and monitor a consistent procedure for office administration and records management;
- Oversee the Red River Métis Business Association Membership database by issuing and collecting annual fees;
- Assist in the formulation of strategic planning for departmental implementation;
- Review existing policies for relevance and provide recommendations/options for solutions;
- Monitor and follow through on program report requirements ensuring all funding criteria are maintained;
- Participate and assist in the coordination of Red River Métis Business Association events.

Skills and Qualifications:

- Bachelor's Degree in Business Administration or relevant field; equivalent experience and training may be considered;
- Experience as a Program Coordinator or relevant position;
- Knowledge of program management and development procedures;
- Knowledge working with databases and utilizing technology to automate processes;
- Event management experience;
- 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.

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, August 5, 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.