



## MANITOBA MÉTIS FEDERATION

### PROGRAM COORDINATOR

July 2, 2025

Posting #25-14-011

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 **Early Learning and Child Care Department** located at 200 Main Street in **Winnipeg, MB**. The Program Coordinator is responsible for assisting with the licensing and strategic planning of childcare centers and other strategic initiatives involving the growth and development of childcare spaces.

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

- Assist with the implementation of ELCC programming activities for the department in a cost-efficient and effective manner.
- Assist with program requirements in accordance with signed contracts/contribution agreements;
- Assist with management of electronic and hard copy files for programming initiatives;
- Assist in the preparation and analysis of reports;
- Assist with strategic planning to determine government, center and department objectives;
- Assist with the preparation and facilitation of presentations;
- Assist with programming proposals and applications, review labor and market information.

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

- Degree or Diploma in Business Administration and/or Early Childhood Education or relevant field; equivalent experience and training may be considered;
- Minimum of two years' experience in a licensed childcare facility, or relevant role with demonstrated ability to deliver programs and services;
- Experience in preparing funding and grant proposals for social service projects and programs;
- Experience in preparing and facilitating online and in-person presentations;
- Knowledge of program management and development procedures;
- 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 , 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)  
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All our job postings can be found at: [www.mmf.mb.ca](http://www.mmf.mb.ca).