



MANITOBA MÉTIS FEDERATION

COMMUNITY OUTREACH COORDINATOR

July 22, 2025

Posting #25-14-012

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 Community Outreach Coordinator** position within our **Early Learning and Child Care Department** located at 200 Main Street in **Winnipeg, MB**. The Community Outreach Coordinator assists the team in executing MMF ELCC outreach programs.

Job Duties/Competencies:

- Assist with the implementation and evaluation of programs;
- Assist with maintaining records and documents;
- Assist with data collection on a monthly and annual basis from all programs and reports to the department;
- Assist with location finding for programming and events;
- Assist with registrations and attendance input as required;
- Assist with research of Red River Métis culture and heritage within the programming;
- Assist with the development, implementation and maintenance of program policies and procedures;
- Assist with the development, review and training schedule and curriculum, allowing for Red River Métis-specific programming for all Red River Métis Citizens.

Skills and Qualifications:

- Post-secondary education in Business Administration;
- Minimum of two years' experience in a business administrative role with demonstrated ability to prepare reports and observation documents;
- Experience in preparing funding proposals for social service projects and programs;
- Knowledge of budgeting, bookkeeping and reporting;
- Experience working with children and families, is considered an asset;
- 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.