



MANITOBA MÉTIS FEDERATION

TALENT ACQUISITION SPECIALIST

July 25, 2025

Posting #25-10-004

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 **Talent Acquisition Specialist** position within our **Human Resources Department** located at 150 Henry Ave in **Winnipeg, MB**.

Job Duties/Competencies:

- Establish recruiting requirements, research and prepare occupational classifications, job descriptions and competency appraisal measures and systems;
- Responsible for encompassing all employment activities from assessing the departments needs to providing recommendations on a successful applicant;
- Participate in full-cycle recruitment: identify current and prospective staffing requirements, prepare and post advertisements, collect and screen resumes, schedule and conduct interviews, conduct reference checks, and prepare job offers;
- Well versed and knowledgeable with online and offline sourcing techniques, including building applicant sources by researching and contacting community services, educational institutes, etc.;
- Revise and maintain organized databases with potential candidates and track metrics;
- Research and attend job fairs and recruit graduates of educational institutions;
- Support the development and implementation of HR initiatives and systems.

Skills and Qualifications:

- Bachelor's degree/Certificate in Human Resources Management, Labour Relations or related discipline. An equivalent combination of education and experience may be considered;
- CPHR Candidacy or Designation is an asset;
- Demonstrated full life-cycle recruitment experience;
- Strong knowledge and understanding of all employment related legislation and HR best practices;
- Strong organizational, time management, problem solving, interpersonal and communications skills with the ability to handle multiple demands simultaneously;
- Proficient with Microsoft Office: Word, Excel, Outlook, and PowerPoint;
- Experience working for a not-for-profit and/or Indigenous organization 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. 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 10, 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.