



## INFINITY WOMEN SECRETARIAT

### PROVINCIAL ELCC ADVISOR

July 31, 2025

Posting #25-15-011

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 become well known in our Red River Métis communities and 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 Provincial ELCC Advisor** position located at 150 Henry Ave in **Winnipeg, MB**. The Provincial ELCC Advisor will be responsible to oversee the planning, development, implementation, coordination, monitoring, and evaluation of Red River Métis-specific ELCC programming, licensing, policies, procedures, and practices within Little Infinity Centre's across the National Homeland of the Red River Métis.

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

- Plan, coordinate, and evaluate the design and development phase, construction phase, and implementation/operations of Little Infinity Centres';
- Schedule timelines for project management, attend all build meetings and report on build progress;
- Develop, implement, and maintain procedures and systems to maximize operating efficiencies;
- Ensure Little Infinity Centres' licensing requirements are in accordance with Provincial Regulations;
- Explore new funding opportunities, prepare funding proposals and grants as required, and complete required reporting activities in a timely manner;
- Research, develop, implement, and maintain Red River Métis-specific Early Learning and Child Care (ELCC) policies and procedures.

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

- Early Childhood Educator (ECE) III Diploma, Bachelor's Degree in Project Management or Business Administration, or/and relevant experience will be considered;
- Minimum 2 years' experience in ELCC administration as a Director, Provincial Coordinator or relevant Management role with demonstrated ability to deliver programs and services;
- Expert knowledge of the governance, operations, licensing, and funding of child care facilities;
- Proficient knowledge of the development, coordination, implementation, and evaluation of ELCC projects;
- Experience in budgeting, record keeping, funding proposals, and project management tools is an asset;
- Experience working with Indigenous Community, boards and/or committees is preferred;
- Clear Child Abuse Registry Check, Adult Abuse Registry Check, and Criminal Record Check required;
- Knowledge of IWS, 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. This posting is open until filled.**

**Preference will be given to qualified Red River Métis women 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.**

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All our job postings can be found at: [www.mmf.mb.ca](http://www.mmf.mb.ca).