



## MANITOBA MÉTIS FEDERATION

### PROJECT COORDINATOR

August 1, 2025

Posting #25-14-013

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 Project Coordinator** position within our **Early Learning and Child Care Department** located at 200 Main Street in **Winnipeg, MB**. The Project Coordinator supports the safe and efficient execution of special projects and event setups, ensuring alignment with approved designs, visual guidelines, and regulatory requirements. The Project Coordinator will assist with administrative tasks, client liaison, event promotion, post-event analysis, and contribute creative ideas and solutions as needed.

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

- Participate with brainstorming and assist with implementing special project plans and concepts;
- Assist with sourcing vendors and suppliers;
- Assist with obtaining permits;
- Assist with promotional activities for the special project and ensure promotional activities are completed as directed;
- Locate resources, visit sites, and assist with pre- special project event meetings;
- Liaise with vendors, exhibitors, and stakeholders as directed;
- Assist with all special project set-up, tear-down, and follow-up processes.

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

- Diploma or Degree in Business Administration, Marketing or related field;
- Minimum of two years' experience with proven success in event planning or coordination;
- Knowledge in preparing and monitoring budgets, invoices, and financial tracking;
- Experience in preparing reports and observation documents;
- Demonstrated ability to deliver programs and services;
- Able to work evenings and weekends;
- 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 Sunday, August 17, 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).