



MANITOBA MÉTIS FEDERATION

AGREEMENT COMPLIANCE OFFICER

August 12, 2025

Posting #25-12-010

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 Agreement Compliance Officer** position within our **Health and Wellness Department** located at 200 Main Street in **Winnipeg, MB**. The Agreement Compliance Officer is responsible for overseeing agreements within the MMF and its affiliates, and evaluating areas of opportunity and risk. **This is a term position set to end on December 31, 2026.**

Job Duties/Competencies:

- Oversee the management and execution of MMF agreements offered through federal, provincial, and local governments;
- Act as the subject matter expert and point of contact regarding agreement policies and procedures;
- Provide guidance to management with agreement program activities and how to maximize funding opportunities;
- Ensure reporting requirements for agreements are met to maintain funding and deliver programming;
- Review and assess agreements and contracts within MMF, including advising and interpreting agreement requirements, obligations, and risks;
- Draft reports and assist with request for proposals (RFPs) to provide required Terms and Conditions;
- Conduct research and analysis on specific agreement provisions, terms and language, and applicable laws and regulations.

Skills and Qualifications:

- Five years of related experience in processing contracts and agreements from creation through final execution;
- Experience in budgeting and project management;
- Working knowledge of the methods, tools and techniques associated with contract development, review, implementation and management;
- Knowledgeable in provincial, federal, local funding opportunities and collaborative projects;
- Strong organizational, interpersonal and time management skills;
- Experience working for a not-for-profit organization and Indigenous community is an asset;
- Knowledge of Red River Métis culture, 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 26, 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.