



**MANITOBA METIS FEDERATION INC.**

**DIRECTOR OF HEALTH AND WELLNESS**

**January 23, 2019**

**Posting #19-002-12**

The Manitoba Metis Federation (MMF) is the official democratic and self-governing representative for the Metis Nation's Manitoba Metis Community. The Manitoba Metis are Canada's Negotiating Partners in confederation and the Founders of the Province of Manitoba.

The MMF seeks to fill one (1) full-time Director of Health and Wellness position within our Health and Wellness Department located at 150 Henry Ave in Winnipeg, MB. Reporting to the Executive Director, the Director will create, plan, direct, coordinate and oversee the Health and Wellness Department to ensure that established goals and objectives are accomplished in accordance with prescribed priorities, budgetary guidelines, and work plan activities.

**Job Duties/Competencies:**

- Oversee administrative, financial and program management of the Health and Wellness Department;
- Oversee and provide guidance to the Health and Wellness team;
- Create and oversee budgets, reports and ensure program reporting requirements for funding criteria are met;
- Assist in the formulation of departmental creation, development, implementation and strategic planning of the Health and Wellness Department;
- Maintain current issues, important priorities and create briefing notes on the departments progress;
- Perform a range of administrative tasks including researching and writing for the Department;
- Manage the financial and physical resources of the department and coordinate the development of plans to meet the changing needs of the Metis people and communities;

**Skills and Qualifications:**

- Post-secondary in Health and Wellness, Healthcare Medicine, Kinesiology, Nutrition or relevant field;
- Proficient in Microsoft Office: Word, Excel, PowerPoint, Outlook;
- Previous experience within the health field or relevant with emphasis in current management, communications, marketing and human resources practices;
- Demonstrated ability to prepare budgets, reports and read financial statements;
- Demonstrated ability to supervise and lead team;
- Knowledge of health practices and policies including local, federal and provincial resources;
- Strong organizational, financial, administrative, management, presentation and communication skills;
- Experience working for a not-for-profit organization is an asset;
- Knowledge of Metis issues and socio-economic conditions affecting Metis people;
- Knowledge of Metis 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.

Preference will be given to qualified Metis applicants. Applicants are encouraged to apply and self-identify on their cover letter/resume. Remuneration is based on education and experience.

We offer a competitive benefits package which includes but not limited to: health and dental, life insurance, short term and long term disability as well as a pension plan. We also offer an on-site fitness facility as well as an in-house restaurant.

**Please forward a cover letter, resume and salary expectations by Monday, February 11, 2019. We thank all who apply; however, only applicants selected for an interview will be contacted.**

MMF Finance & Human Resources Department,  
300-150 Henry Ave  
Winnipeg, Manitoba R3B 0J7  
Email to: [resumes@mmf.mb.ca](mailto:resumes@mmf.mb.ca)  
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All our job postings can be found at: [www.mmf.mb.ca](http://www.mmf.mb.ca).