



**MANITOBA METIS FEDERATION INC.**

**COMMUNICATIONS SPECIALIST**

**March 5, 2019**

**19-006-05**

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 Communications Specialist position within our Communications Department located at 150 Henry Ave in Winnipeg, MB. Remuneration is \$35,000 - \$45,000 per annum. Reporting to the Director of Communications, the Communications Specialist is responsible for developing written materials for internal and external communications.

**Job Duties/Competencies:**

- Draft and research briefing notes, radio scripts, speaking points, press releases, interview questions, advertising copy and articles for Le Metis;
- Assist in producing video blogs and record interviews (video, audio, photography, print);
- Assist with the MMF website and perform research activities;
- Draft copy for the MMF social media accounts including but not limited to Facebook, Twitter, YouTube, Instagram, LinkedIn;
- Maintain partnerships with targeted media and a network of contacts with internal and external organizations;
- Coordinate internal communications;
- Develop advertising, marketing and promotional materials including website content and social media announcements;
- Plan and coordinate media events and perform general administrative duties;

**Skills and Qualifications:**

- Post-secondary education in Communications, Advertising, Public Relations or related discipline. A combination of education and experience will be considered;
- Minimum three (3) years' experience in Communications;
- Minimum two (2) years' experience working with Adobe Creative Suite (InDesign, Dreamweaver, Acrobat, Photoshop, Illustrator);
- Experience working with Microsoft Office (Word, Excel, PowerPoint, Access, SharePoint);
- Experience with Graphic Design and Photography;
- Experience with Videography is an asset;
- Proficiency in French is an asset;
- Experience working for a not-for-profit organization is an asset;
- 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 and resume by Wednesday, March 20, 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)  
Fax to (204) 947-1816

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