



MANITOBA METIS FEDERATION INC.

The Manitoba Metis Federation (MMF) is the self-government representative that promotes the political, social, cultural, and economic interests and rights of the Metis Nation's Manitoba Metis Community. In addition, the MMF delivers programs and services to our community including: child and family services; justice; housing; youth; education; human resources; economic development, natural resources, social services and community liaison support programs.

Administrative Coordinator

The Manitoba Metis Federation seeks to fill one (1) full-time **Administrative Coordinator** position located at Home Office in Winnipeg, MB; remuneration is \$31,000-45,000 per annum depending on education and experience.

Reporting to, and under the direct supervision of the Chief of Staff, the Administrative Coordinator is responsible for all administrative support through the following activities: providing support to the Chief of Staff and Senior Policy Analyst; type reports, letters and memoranda; process incoming and outgoing correspondence; receive visitors, screen calls, take messages and determine urgency; answer general inquiries; maintain hard copy and electronic filing systems; and schedule appointments and travel arrangements. This position requires the ability to work collaboratively with others as well as being independent in exercising judgment and initiative, and may require flexible working hours at times.

Skills and Qualifications:

- Minimum of two years' experience in administrative support services;
- Minimum one year of education in the fields of policy analysis, business administration or other related field is preferred;
- Experience in MS Office Suite with intermediate skills in Word and Excel and basic skills with Outlook, Access and PowerPoint;
- Experience drafting correspondence and preparing reports with typing speed of 50 WPM;
- Experience creating and maintaining electronic and manual filing systems;
- Experience maintaining confidential records and files, posting data and making arithmetic calculations with speed and accuracy;
- Demonstrated strong interpersonal and time management skills;
- Excellent written and oral communication skills;
- Ability to work independently, in a team environment and with the public;
- Knowledge of Métis culture; and
- Knowledge of the MMF structure, programs and services.

Preference will be given to qualified Metis applicants. Qualified applicants are encouraged to apply and self-identify on their resume. The MMF appreciates the interest of all applicants; however, only those individuals considered for an interview will be contacted.

We offer a competitive benefits package which includes but not limited to: health and dental insurance, life insurance, accidental death and dismemberment, short term and long term disability and a retirement savings plan. We also offer access to our fitness facility as well as an in-house restaurant.

Please forward covering letter and resume by Sunday, November 19, 2017 to the MMF Finance & Human Resources Department, 300-150 Henry Ave., Winnipeg, Manitoba R3B 0J7, or email to: resumes@mmf.mb.ca or fax to (204) 947-1816.

All our job postings can be found at www.mmf.mb.ca