



## 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 Métis Nation's Manitoba Métis 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.

### **Communications Specialist**

The **Communications Department** seeks to fill one (1) full-time **Communications Specialist** position located at the MMF Home Office in Winnipeg, MB. Remuneration is \$33,000-\$35,000 per annum depending on education and experience.

Reporting to the Director of Communications, the **Communications Specialist** is responsible for researching and developing written materials for internal and external communications. The Communications Specialist will provide assistance drafting and researching briefing notes, radio scripts, speaking points, press releases, interview questions, and advertising copy. The incumbent will draft articles for Le Metis and website, assist in producing VLOGs, and capture events via photography and videography.

### **Skills and Qualifications:**

- Graduation from a recognized program in communications, advertising, public relations or a related discipline or an equivalent combination of education and experience;
- Minimum of 2 years' experience in a related field;
- Experience working with Adobe Creative Suite (InDesign, Dreamweaver, Acrobat, Photoshop, Illustrator);
- Experience working with Microsoft Office (Word, PowerPoint, Excel, Access, SharePoint);
- Experience with Graphic Design and Photography;
- Experience with Videography is an asset;
- Excellent written and verbal communication skills;
- Demonstrated organizational skills and ability to work under strict time limitations;
- Ability to work independently, with a team and with the public;
- Knowledge of a wide range of communication tools and best practices;
- Experience working for a not-for-profit organization is an asset;
- Knowledge of Metis culture;
- Knowledge of the MMF structure, programs and services; and
- Valid Manitoba driver's license and access to reliable vehicle.

Preference will be given to qualified Métis 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 as well as a pension plan. We also offer an on-site fitness facility as well as an in-house restaurant.*

Please forward **covering letter, portfolio and resume** by **Friday, March 24, 2017** to the MMF Finance and Human Resources Department, 300-150 Henry Ave, Winnipeg, MB R3B 0J7, or email to: [resumes@mmf.mb.ca](mailto:resumes@mmf.mb.ca) or fax to (204) 947-1816.

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