



MANITOBA METIS FEDERATION INC.

The Manitoba Métis 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.

Human Resources Coordinator

The **Finance and Human Resources Department** seeks to fill one (1) full-time **Human Resources Coordinator** position located at Home Office in Winnipeg, MB. Please provide a covering letter **indicating your salary expectations** along with your resume. Remuneration is dependent on education and experience.

Reporting to the Director of Finance and Human Resources, the **Human Resources Coordinator** will focus on competencies such as strategic planning; total rewards; employee engagement; labour and employment relations; risk management and evidence-based policies and practices; health, wellness and safe work; learning and development; workforce planning and talent management; HR metrics, reporting and financial management. The HR Coordinator will provide recommendations to management to ensure the MMF maintains high standards and compliance with labour laws. The HR Coordinator will work with the Human Resources Department on a variety of HR matters.

Skills and Qualifications:

- Bachelor's Degree in Human Resources Management or equivalent;
- Minimum of five (5) years' of progressive human resources experience;
- Experience in a specialized role is an asset;
- An equivalent combination of education and experience may be considered;
- Human Resources Professional Designation is an asset;
- Proficient with Microsoft Office and Human Resources Information Systems (HRIS);
- Solid knowledge of best practices and provincial and federal legislation;
- Ability to provide recommendations and compliance with legal requirements;
- Strong leadership, ethics, problem-solving, strategic thinking and cultural competency;
- Ability to maintain a high level of confidentiality and sensitive information;
- Excellent organizational and time management skills;
- Excellent communication and interpersonal skills;
- Acceptable Criminal Record Check;
- Knowledge of Metis culture; and
- Knowledge of MMF programs and services.

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 indicating your salary expectations and resume by Tuesday, February 27, 2018 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