



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.

Mobile Registry Clerk

The **Central Registry Office** seeks to fill one (1) full-time **Mobile Registry Clerk** based out of Home Office in Winnipeg, MB; remuneration is \$29,000 – \$33,000 per annum depending on experience.

The Mobile Registry Clerk will be responsible to coordinate all aspects of the MMF Citizenship and Harvester Card process while touring on the MMF Mobile Citizenship Unit. The Mobile Registry Clerk will work closely with the Regions and the Central Registry Office to ensure the efficient operation of the application process and database system. This position requires a flexible schedule with the ability to travel throughout Manitoba for extended periods of time.

Skills and Qualifications:

- Relevant education in the field of Administrative Assistance, Clerk or related field;
- Minimum of two years' experience in the field of Administrative Assistance, Clerk or related field;
- Customer service experience with the ability to execute professionalism at all times;
- Basic computer skills with proficiency in Microsoft Word, Outlook, Excel and data entry;
- Demonstrated ability to work independently, as part of a team and with the public;
- Ability to create and maintain both electronic and hard copy filing systems;
- Excellent oral and written communication skills;
- Demonstrated ability to use time and resources to accomplish departmental objectives;
- Demonstrated ability to use judgment and initiative in dealing with workload;
- Knowledge of Metis issues, socio-economic conditions affecting Metis people;
- Knowledge of local, provincial and federal resources desired;
- Experience working with Indigenous community is desired;
- Ability to travel for extended periods across Manitoba;
- Valid Manitoba Driver's License with reliable vehicle;
- Acceptable Criminal Records Check and Child Abuse Registry Check;
- Knowledge of Métis 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 and resume by Monday, September 25, 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