



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.

### **Neah Kee Papa Coordinator**

The **Metis Community Liaison Department** (MCLD) seeks to fill one (1) full-time **Neah Kee Papa Coordinator** position located at Home Office in Winnipeg, MB. Remuneration is dependent on education and experience.

Under the direction of the MCLD Program Coordinator, the Neah Kee Papa Coordinator administers parenting programs, support services and initiatives for current, new or soon-to-be Metis fathers. The Neah Kee Papa Coordinator assists in the continual development of parenting and community support programs by researching, increasing awareness of the programs and offering referral services. The Neah Kee Papa Coordinator establishes partnerships and works closely with other professional government and not for profit agencies. The incumbent will also be involved in providing all other Metis Community Liaison community programming and services.

#### **Skills and Qualifications:**

- Completion of a diploma program in a Child & Family Services program or Community Development program or a combination of experience and completion of relevant courses in the field of social services;
- Experience in the development, facilitation and promotion of self-help programs, community meetings and workshops;
- Experience preparing correspondence including reports, letters, briefings;
- Experience in advocacy & referral, research/data collection and community development;
- Experience in the development and promotion of parenting programs within the Metis community is considered an asset;
- Intermediate experience with Microsoft Office (Excel, Word, PowerPoint, Outlook, Access);
- General knowledge of government legislation such as Child and Family Services Act, Program Standards, Income Security, Maintenance Act, Worker's Compensation, etc.;
- Excellent written, verbal, facilitation and communication skills;
- Strong organization skills and initiative;
- Ability to work evenings and weekends;
- Acceptable Criminal Record Check and Child Abuse Registry Check; and
- Valid Manitoba Driver's License and able to travel.

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 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 Thursday, November 16, 2017 to the MMF Finance & Human Resources Department, 300-150 Henry Ave., Winnipeg, Manitoba 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)