



Louis Riel Institute

As an affiliate of the Manitoba Metis Federation, the Louis Riel Institute is responsible to the Métis people of Manitoba to provide programs, resources and services related to education and culture.

The Louis Riel Institute seeks to fill **one Project Manager** position located in **Winnipeg, MB**. Start date as soon as possible.

Project Manager

Reporting to, and under the direction of the Director of LRVC, the Project Manager oversees the planning, implementation, and tracking of a specific short-term project which has a beginning, an end and specified deliverables.

Job Duties:

- Research and development
- Implementation
- Evaluation and reporting

This position may require travel, and varying hours based on the needs of the department, students and other duties as assigned.

Skills and Qualifications:

- Post-secondary education & experience in management, business, or in a related field
- Strong leadership and organizational skills
- Adaptable and able to prioritize and problem solve
- Excellent oral and written communication skills
- Report writing
- Budget management
- Inter-personal skills, including an ability to work closely with others and to relate positively with a wide variety of office personnel and the general public
- Experience working with Indigenous non-profit organizations

Preference will be given to qualified Metis applicants. Qualified applicants are encouraged to apply and self-identify on their resume. While we thank all applicants for their interest, only those selected for interviews will be contacted.

Please forward your cover letter and resume no later than November 20, 2018, to:

**The Louis Riel Institute
103-150 Henry Avenue
Winnipeg, MB R3B 0J7
Email: lrhr@mmf.mb.ca
Fax: 204-984-9484**