



## 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 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.

### Project Officer

The **Consultation Unit** seeks to fill one (1) full-time **Project Officer** position located at Home Office in Winnipeg, MB; remuneration is \$35,000-45,000 per annum depending on education and experience.

Reporting to the Coordinator, the **Project Officer** oversees the assessment, implementation, management and monitoring of projects. The Project Officer will build and maintain industry relationships, create project budgets and collaborate with the Coordinator to achieve project success.

### **Skills and Qualifications:**

- Related education or experience in social or environmental sciences, natural resource management, or relevant field;
- Several years' experience in project management;
- Experience in research, policy and program development is desired;
- Experience with budgets, financials and reporting;
- Experience researching policies, historical documents, agreements and geographical mapping is an asset;
- Experience building and maintaining industry and government relationships;
- Experience preparing travel, correspondence and maintaining filing systems;
- Proficiency in a variety of computer applications including Microsoft Office Suite;
- Excellent written, verbal, facilitation and communication skills;
- Strong analytical, organizational and problem solving skills;
- Knowledge of socio-economic issues affecting Metis community;
- Knowledge of Metis culture and history;
- Knowledge of MMF programs and services; and
- Valid Manitoba Driver's License and able to travel.

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 Wednesday, July 19, 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)