



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.

Provincial Citizenship Coordinator

The **Central Registry Office** seeks to fill one (1) full-time **Provincial Citizenship 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 Central Registry Office Director, the Provincial Citizenship Coordinator will be the central point of contact for the MMF Local executives to answer inquiries regarding Local development and maintenance. The incumbent will be responsible for maintaining a database of information pertaining to Locals, liaise with Local executives on matters related to funding and assist with the administration of grant funding. The Provincial Citizenship Coordinator will maintain the MMF election list and assist with other duties related to the MMF election.

Skills and Qualifications:

- Post-secondary education in Business Administration or relevant field;
- Three years' experience in a Coordinator role or relevant position;
- Experience with budgets, basic administrative duties and Microsoft Office;
- Experience working with committees and/or boards preferred;
- Excellent communications and interpersonal skills with the ability to execute professionalism;
- Detail-oriented, strong organizational skills with the ability to multi-task;
- 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;
- Knowledge of Metis history, culture and heritage;
- Knowledge of MMF programs and services;
- Valid Manitoba Driver's License with access to a reliable vehicle; and
- Acceptable Criminal Records Check and Child Abuse Check;

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 Monday, November 20, 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