



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 and natural resources.

The **Metis Employment & Training Department (MET)** is seeking a highly motivated individual to fill on **Regional Coordinator** *term position* located at the **MMF Southeast Regional Office in Grand Marais, MB**. Salary is dependent upon qualifications and experience. A comprehensive competitive benefits package including a retirement savings plan is provided.

This term position is a maternity leave contract to June 30, 2020. However, the contract may be extended depending upon staffing need and funding availability.

Regional Coordinator – Grand Marais, MB

Under the direction and supervision of the MET Director, the MET Regional Coordinator will be responsible for the management, coordination, and implementation and monitoring of departmental employment and training programs and services within the Region.

Key responsibilities include: managing the day to day operations of the MET Regional office in a client centered, cost-effective and efficient manner; supervision and support of the MET staff team within the Region; and facilitating partnerships with industry, employers and community stakeholders to develop and deliver employment & training programs to address community, regional and provincial labour market needs.

Skills and Qualifications:

- Post-secondary education & experience in Business Administration or Management or an equivalent combination of related education, training & experience.
- Minimum of 2 years supervisory /management experience
- Demonstrated ability to coordinate and implement employment & training programs and services with a minimum of 2 year's related experience
- Experience interpreting, analyzing, explaining and reconciling financial statements and reports and a solid understanding of basic financial practices
- Strong organizational and problem solving ability with demonstrated commitment to deadlines, accountability and details.
- Excellent time and resource management and strong program administration skills
- Effective interpersonal and communications skills that convey ideas clearly, concisely and in a timely manner
- Experience establishing and maintaining solid working relationships with a diverse array of industry, employer and community partners, clients and co-workers.
- Intermediate knowledge in Microsoft Outlook, Word, Excel and PowerPoint
- Experience working with Indigenous non-profit organizations, volunteer boards & committees
- Valid Driver's License and willing and able to travel

Preference will be given to qualified Metis applicants. Qualified applicants are encouraged to apply and self-identify in their covering letter. The MMF appreciates the interest of all applicants; however, only those individuals considered for an interview will be contacted.

**If you are interested in joining our team, please forward covering letter & resume, indicating which position you are applying for to metresumes@mmf.mb.ca.
Deadline for applications is Friday, January 25, 2019.**

All of our job postings can be viewed at www.mmf.mb.ca or www.mmfemployment.ca