



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 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.

Social Media Coordinator

The **Communications Department** seeks to fill one (1) full-time **Social Media Coordinator** position located at the MMF Home Office in Winnipeg, MB; remuneration is \$45,000 - \$55,000 per annum depending on education and experience.

Under the direction of the Communications Director, the **Social Media Coordinator** will be responsible for helping grow the MMF's online presence through social media engagement and improving the customer experience within our online communities. The Coordinator will maintain a professional and consistent brand voice across all digital channels while supporting the MMF's growth and increasing awareness.

Skills & Qualifications:

- Degree in marketing, professional writing, creative communications, media production or related field;
- Minimum one year in-field experience;
- Extensive experience working with various social media platforms (including but not limited to Facebook, Twitter, YouTube, Instagram, LinkedIn, etc.), developing social media strategies and best practices;
- Experience working with Microsoft Office (Word, PowerPoint, Excel, Access, SharePoint);
- Experience in creating, developing and implementing a social media strategy;
- Ability to deliver creative content (text, image, and video);
- Ability to grasp future trends in digital technologies and act proactively;
- Ability to work independently, with a team and with the public;
- Excellent written and verbal communication skills with strong attention to detail;
- Demonstrated organizational, analytical, time management and planning skills;
- Strong multi-tasking and interpersonal skills;
- Experience working with Adobe Creative Suite (InDesign, Dreamweaver, Acrobat, Photoshop, Illustrator) is an asset;
- Experience in a professional writing or content creation capacity (journalism, advertising, marketing, public relations) is an asset;
- Experience working for a not-for-profit organization is an asset;
- Knowledge of Métis culture;
- Knowledge of the MMF structure, programs and services;
- Acceptable Criminal Records Check; and
- Valid Manitoba driver's license and access to reliable vehicle.

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 Tuesday, February 20, 2018 to the MMF Finance and Human Resources Department, 300-150 Henry Ave, Winnipeg, MB 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