



## **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 MMF seeks to fill one (1) Summer Student Position commencing 3 July 2018 and ending 31 August 2018 at the MMF Interlake Regional Office in **St. Laurent, MB**. Applicants must be between the ages of 16 – 29yrs and must have been a Student in the previous school year as well as returning to school next year.

### **Summer Student**

Reporting to the Regional Administrator and Youth Coordinator, the Summer Student is responsible to coordinate at the Regional level all aspects of the MMF Interlake Receptionist duties. The worker is required to administer and/or disperse all application forms and receive proposals within the Interlake Regional Office; ensuring all data is correct and complete and distributed to the proper department. The Clerk shall assist in directing telephone calls, facsimiles, emails etc and to coordinate special events, promote and facilitate various initiatives; as well as, to perform clerical and financial duties as required.

### **Education, Skills and Qualifications:**

- Written and oral communication skills
- Directing incoming calls and taking messages
- Excellent inter-personal and teamwork skills, Assisting other Staff when requested
- Demonstrated knowledge of the history of the Metis Nation within Manitoba and the Manitoba Metis Community
- Working knowledge of MS Office, Word, Excel, Access, Power Point, and Outlook
- Ability to work in both a team environment and independently
- Travel may be required

**Preference will be given to Metis, Inuit and Non-Status applicants.**

**Qualified applicants are encouraged to apply and self-identify on their resume.**

**MMF appreciates the interest of all applicants; however, only the individuals considered for an interview will be contacted.**

**Please forward covering letter and resume by June 22, 2018 to the attention of the Regional Administrator, Mr. Jack Park at the Interlake Regional Office, PO Box 390, St. Laurent, Manitoba. R0C 2S0 or Fax to 1-204-646-4171 or at [jpark@mmf.mb.ca](mailto:jpark@mmf.mb.ca)**

All our job postings can be found at [www.mmf.mb.ca](http://www.mmf.mb.ca)