



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.

Writer

The **Communications Department** seeks to fill one (1) full-time **Writer** position located at the Home Office in Winnipeg, MB; remuneration is \$35,000 - 48,000 per annum depending on education and experience.

Under the direction of the Communications Director, the Writer will research, write, edit, fact-check, adapt and rewrite works of non-fiction and fiction including but not limited to press releases, newspaper and magazine articles, web copy, reports, scripts for radio/TV/film or theatre, biographies, reference books, novels, short-stories, poetry, and bibliographies for the MMF. The Writer will produce content with readers in mind and ensure pieces are accurate and objective.

Skills and Qualifications:

- Post-secondary education in journalism/content development, creative writing, English literature, communications or relevant field;
- Minimum three years' experience writing/editing in a professional setting;
- Demonstrable portfolio of published articles;
- Ability to produce creative work and fact-check information;
- Excellent command of written English and literary skills;
- Broad knowledge of headlines;
- Experience working with Microsoft Office (Word, PowerPoint, Excel, Access, SharePoint);
- Knowledge of digital editing, web search and databases;
- Strong attention to detail and observation skills;
- Strong communication and interpersonal skills;
- Ability to meet tight deadlines and quick turnaround;
- Ability to work independently, in a team and with the public;
- Valid Manitoba Driver's License;
- Knowledge of Métis culture; and
- Knowledge of MMF programs and services.

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, portfolio and resume by Monday, October 2, 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