



MANITOBA MÉTIS FEDERATION INC.

CULTURE & HERITAGE COORDINATOR

November 8, 2018

Posting #19-001-00

The Manitoba Métis Federation (MMF) is the official democratic and self-governing representative for the Metis Nation's Manitoba Metis Community. The Manitoba Metis are Canada's Negotiating Partners in confederation and the Founders of the Province of Manitoba.

The MMF seeks to fill one (1) full-time Culture & Heritage Coordinator Position located at 150 Henry Ave in Winnipeg, MB. The Culture & Heritage Coordinator's primary duties will consist of researching, planning, coordinating and implementing various culture & heritage events undertaken by the MMF. This position will act as a liaison for the MMF.

Job Duties/Competencies:

- Coordinate, administer, promote and plan various Metis Culture and Heritage events, including coordinating and supervising various events, schedules;
- Experience implementing strategies for major projects, developing cost analysis and projections;
- Develop and maintain effective partnerships to promote Metis culture & heritage internally, externally including public, private and government sectors;
- Engage and work with partners to identify opportunities and needs to develop marketing plans to generate initiatives to promote Metis Culture & Heritage;
- Develop and review existing reference materials, research and update as required;
- Extensive experience drafting correspondence, preparing reports, creating proposal submissions and researching funding opportunities;
- Develop content or various materials to assist in promoting Metis Culture & Heritage such as posters, brochures flyers, etc.;
- Excellent research strengths with skills in market trend analysis and the development of strategic plans to meet market needs;
- Excellent time management, organizational, interpersonal, communication and presentation skills;

Skills and Qualifications:

- Thorough working knowledge of the MMF and Metis Culture;
- Post-secondary education in Special Events Training or relevant field;
- Must be knowledgeable in budget development, planning and execution;
- Minimum two years' experience in a Coordinator position or equivalent;
- Proficient in Microsoft Word and Excel;
- A valid Manitoba Driver's License and access to a reliable vehicle.

Applicants are encouraged to apply and self-identify on their cover letter. Remuneration is based on education and experience. We offer a competitive benefits package which includes but not limited to: health and dental, life insurance, short term and long term disability as well as a matching pension plan. We also offer an on-site fitness facility as well as an in-house restaurant.

Closing for this competition is **Thursday, November 22, 2018**. We thank all who apply; however, only selected applicants will be contacted.

Please forward a cover letter (referencing posting number), resume, 3 references and salary expectations to:

MMF Finance & Human Resources Department,
300-150 Henry Ave
Winnipeg, Manitoba R3B 0J7
Email to: resumes@mmf.mb.ca
Fax to (204) 947-1816.

All our job postings can be found at: www.mmf.mb.ca.