



MANITOBA METIS FEDERATION INC.

**PROJECT OFFICER
March 14, 2019
Posting # 19-003-13**

The Manitoba Metis 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 Project Officer position within our Housing Department located at 150 Henry Ave in Winnipeg, MB.

Job Duties/Competencies:

- Oversee the assessment, implementation, management and monitoring of housing projects;
- Develop and monitor project activities, budgets, work plans, deliverables and timelines;
- Prepare reports as required for activity and financials and ensure reporting requirements for funding criteria are met;
- Conduct research and prepare funding proposals as required;
- Build and maintain industry and government relationships;
- Update and maintain departmental project files as required;
- Prepare correspondence such as letters, briefings and memorandums;
- Perform a range of administrative tasks with respect to research and writing for the Housing Department;

Skills and Qualifications:

- Post-secondary education in project management or related discipline;
- Several years' experience in project management or similar role;
- Experience with research, budgets, financials and reporting;
- Proficiency in a variety of computer applications including Microsoft Office;
- Experience building and maintaining relationships;
- Excellent written, verbal, facilitation and communication skills;
- Strong analytical, organizational and problem solving skills;
- Experience working with boards and/or committees is preferred;
- Experience working for a not-for-profit organization and Indigenous community is an asset;
- Knowledge of Metis issues and socio-economic conditions affecting Metis people;
- Knowledge of Metis culture, MMF programs and services is a definite asset; and
- Valid Manitoba Driver's license with access to a reliable vehicle is desired.

Preference will be given to qualified Metis applicants. Applicants are encouraged to apply and self-identify on their cover letter/resume. 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 pension plan. We also offer an on-site fitness facility as well as an in-house restaurant.

Please forward a cover letter and resume by Friday, March 29, 2019. We thank all who apply; however, only applicants selected for an interview will be contacted.

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.