



MANITOBA METIS FEDERATION INC.

DIRECTOR OF COMMUNICATIONS

March 5, 2019

Posting #19-005-05

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 Director of Communications position within our Communications Department located at 150 Henry Ave in Winnipeg, MB. Reporting to the Executive Director, the Communications Director will set and guide the strategy for the MMF's communications, website, and public relations activities.

Job Duties/Competencies:

- Oversee administrative, financial and program management of the Communications Department;
- Oversee and provide guidance to the Communications team;
- Create and oversee budgets, reports and ensure reporting requirements for funding criteria are met;
- Assist in the formulation of departmental creation, development, implementation and strategic planning of the Communications Department;
- Build external relationships with the MMF's constituencies, including the media and the provincial and federal government;
- Develop a network of internal and external contacts and provide on-going media support;
- Create, refine and implement marketing and communications strategies;
- Establish and maintain files and statistical information on communications related information;
- Attend meetings, conferences and community gatherings as required;
- Manage the financial and physical resources of the department and coordinate the development of plans to meet the changing needs of the Metis people and communities;

Skills and Qualifications:

- Bachelor's degree in Communications, Public Relations, Marketing, Business or related discipline, or a combination of education and experience;
- Minimum of seven (7) years' experience in Communications and/or Business in a senior leadership role;
- Working knowledge of office equipment, word processing database programs and software in a Windows and MAC based environment;
- Demonstrated strong professional/creative writing skills, marketing, photography, videography, graphic design and website management skills;
- Strong leadership, strategic planning and project management skills;
- Experience working for a not-for-profit organization is an asset;
- Knowledge of Metis issues and socio-economic conditions affecting Metis people;
- Knowledge of Metis culture and MMF programs and services is a definite asset; and
- Ability to travel, valid Manitoba Driver's license with access to a reliable vehicle.

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, resume and salary expectations by Wednesday, March 20, 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.