



**INFINITY WOMEN SECRETARIAT  
PROGRAM COORDINATOR  
APRIL 3, 2019  
Posting# 19-009-00**

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 Infinity Women Secretariat (IWS) is an affiliate of the MMF whose main purpose is to promote, empower and enhance the social, culture and economic well-being of Metis Women.

Infinity Women Secretariat seeks to fill one new full-time Program Coordinator position within their office located at 150 Henry Ave in Winnipeg, MB.

Reporting to the IWS Spokeswomen the Program Coordinator plans, implements, coordinates and oversees programs to ensure that established goals and objectives are accomplished in accordance with prescribed priorities, budgetary guidelines, and work plan activities. This position requires the ability to work collaboratively with others as well as being independent in exercising judgement and initiative, and may require flexible working hours at times.

**Job Duties/Competencies:**

- Manage the physical resources and coordinate the development of plans to meet the changing needs of the Metis people and communities in relation to the programs;
- Develop programs in accordance with signed contracts/contribution agreements;
- Implement and monitor a consistent procedure with administration and records management of the programs;
- Provide written monthly and annual reports on department activities and results;
- Facilitate a team atmosphere and cross training of all department staff;
- Design consultation strategies and tools to perform consultations with stake-holders;
- Prepare program and funding proposals, as necessary;
- Implement and monitor programs, services and contracts;
- Oversee programs and services being delivered; assist in program evaluation and research analysis;
- Monitor the annual budget and monthly forecasts for the operation and delivery of the programs.

**Skills and Qualifications:**

- Bachelor's Degree in Business Administration or relevant field; or equivalent relevant experience and training may be considered;
- Experience in facilitation of workshops and leading discussions;
- Experience in preparing funding proposals for social service projects and programs;
- Experience working for a not-for-profit organization is an asset;
- Proficient in Microsoft Office, Word, Excel and Outlook;
- 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, April 17, 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](mailto:resumes@mmf.mb.ca)  
Fax to (204) 947-1816  
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