



MANITOBA METIS FEDERATION INC.

DIRECTOR OF EARLY LEARNING AND CHILD CARE PROVINCIAL INITIATIVES

November 5, 2020

Posting #20-004-14

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 full-time Director of Early Learning and Child Care Provincial Initiatives** position within our **Early Learning and Child Care Department** located at 150 Henry Ave in **Winnipeg, MB**. Reporting to the Executive Director, the Director will create, plan, direct, coordinate and oversee the Early Learning and Child Care Department to ensure that established goals and objectives are accomplished in accordance with prescribed priorities, budgetary guidelines, and work plan activities.

Job Duties/Competencies:

- Oversee administrative, financial and program management of the Early Learning and Child Care Department;
- Create and oversee budgets, reports and ensure program reporting requirements for funding criteria are met;
- Provide recommendations, write reports on departmental activities and results including statistics on services and programs provided, financial status of programs, and department goals and objectives;
- Develop and execute a strategic evaluation plan;
- Conduct research, program evaluation, and local needs assessments;
- Develop and execute a comprehensive early learning and childcare program for Metis citizens;
- Effectively lead the evaluation of all programs, services, and initiatives relating to early learning and childcare;
- 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 Business Administration, Early Childhood Education or related field of study;
- Previous experience in a leadership role with emphasis in current management, communications, marketing and human resources practices;
- Demonstrated ability to prepare budgets, reports, proposals and read financial statements;
- Proficient in Microsoft Office: Word, Excel, PowerPoint, Outlook;
- Strong organizational, project management, presentation and communication skills;
- Knowledge of local, federal and provincial resources;
- 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.

We offer a comprehensive benefits package including; health, dental, vision, pension and vacation. Access to an on-site fitness facility as well as an in-house restaurant is available.

Please submit your resume and cover letter, referencing the job posting number by Sunday, November 22, 2020.

The MMF requires a satisfactory criminal record check prior to commencement of employment. The MMF will accept existing criminal record checks if dated within 3 months of your start date. Obtaining this document is not a guarantee of employment.

Preference will be given to qualified Metis applicants and they are encouraged to self-identify on their cover letter. The MMF encourages internal applicants to apply for career opportunities within our Government.

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

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