



MANITOBA METIS FEDERATION INC.

PROGRAM OFFICER

June 4, 2020

Posting #20-010-02

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 **Program Officer** position within our **Metis Employment and Training Department** located at 150 Henry Ave in **Winnipeg, MB**.

Job Duties/Competencies:

- Review and assess project funding applications, develop and implement innovative employment and training opportunities, identify and match eligible clients to opportunities;
- Perform ongoing case management, reporting and monthly reports;
- Monitor project financials, activities and results and prepare contract documents;
- Facilitate dynamic partnerships with industry employers, training institutions, government departments and community organizations and stakeholders;
- Actively engage with partners to proactively develop projects to respond to community labour market needs;
- Act as a main contact and lead for project employment and training initiatives and work with collaborative partnerships to maximize MET resources;

Skills and Qualifications:

- Post-secondary education and/or experience in Project Management, Social Sciences, Adult Education/Training, Business Administration or Management or an equivalent combination of related education, training and experience;
- Demonstrated ability delivering, coordinating and implementing employment-focused training programs;
- Ability to research training and labour market needs;
- Excellent written communication skills, with the ability to develop and communicate programs and policies to clients, stakeholders and partners;
- Excellent oral communication and presentation skills to convey program-related information;
- Experience analyzing financial statements and reports and an understanding of basic financial and accounting practices;
- Flexible and adaptable with strong organizational skills and the ability to manage multiple priorities, work under pressure and adapt to conflicting and tight deadlines;
- Experience establishing and maintaining solid working relationships with a diverse array of partners, clients and co-workers;
- Intermediate knowledge of Microsoft Outlook, Word, Excel and PowerPoint;
- Demonstrated experience using computerized case/client management data systems;
- Experience working with Indigenous non-profit organizations, volunteer boards & committees;
- 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 Friday, June 19, 2020.

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 of our job postings can be viewed at www.mmf.mb.ca or www.mmfemployment.ca