



## MANITOBA METIS FEDERATION INC.

The Manitoba Métis Federation (MMF) is the self-government representative that promotes the political, social, cultural, and economic interests and rights of the Métis Nation's Manitoba Métis Community. In addition, the MMF delivers programs and services to our community including: child and family services; justice; housing; youth; education; human resources; economic development, natural resources, social services and community liaison support programs.

### **Director of Communications**

The **Communications Department** seeks to fill one (1) full-time **Director of Communications** position located at the Home Office in Winnipeg, MB. Please provide a covering letter **indicating your salary expectations** along with your resume. Remuneration is dependent on education and experience.

Reporting to the Executive Director, the **Communications Director** will set and guide the strategy for the MMF's communications, website, and public relations activities. The Director will supervise, monitor, guide and coordinate the general day-to-day department operations and build external relationships with the MMF's constituencies, including the media and the provincial and federal government. As part of the Senior Administrative team, the Director is responsible for scheduling workflow, office operations, resource management, recruitment and the development and implementation of general administrative practices, policies and procedures remaining diligent to public perceptions and legal and moral issues.

### **Skills and Qualifications:**

- Graduation from a recognized program in communications, advertising, public relations or related discipline or equivalent combination of education and experience;
- Minimum 5 years' experience in a leadership and supervisory role in a related field;
- Establish and maintain files and statistical information on communication related information;
- Provide ongoing media support;
- Prepare and administer annual communications budget;
- Develop a network of contacts internally and with external organizations;
- Create, refine and implement marketing and communication strategies;
- Attend meetings, conferences and community gatherings as required;
- Strong leadership, strategic planning and project management skills;
- Working knowledge of office equipment, word processing, database programs and software in a windows based environment;
- Knowledge of Metis culture; and
- Knowledge of MMF programs and services.

Preference will be given to qualified Métis applicants. Qualified applicants are encouraged to apply and self-identify on their resume. The MMF appreciates the interest of all applicants; however, only those individuals considered for an interview will be contacted.

*We offer a competitive benefits package which includes but not limited to: health and dental insurance, life insurance, accidental death and dismemberment, 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 covering letter **indicating your salary expectations** and resume by **Monday, October 16, 2017** to the MMF Finance & Human Resources Department, 300-150 Henry Ave., Winnipeg, Manitoba R3B 0J7, or email to: [resumes@mmf.mb.ca](mailto:resumes@mmf.mb.ca) or fax to (204) 947-1816.

All our job postings can be found at [www.mmf.mb.ca](http://www.mmf.mb.ca)