



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.

Human Resources Specialist

The **Finance and Human Resources Department** seeks to fill one (1) full-time **Human Resources Specialist** position located at 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.

The Human Resources Specialist will develop, implement and evaluate human resources policies, programs and procedures and provide recommendations to management. The Human Resources Specialist is proficient in strategic planning; compensation and benefits; labour relations; employment relations; risk management; health and safety; training and development; recruitment and retention; and HR metrics. The HR Specialist will work with Finance and Human Resources on a variety of HR matters. The HR Specialist will have solid knowledge of labour legislation and best practices to ensure high compliance with legal requirements.

Skills and Qualifications:

- Bachelor's Degree in Human Resources Management or equivalent;
- Minimum of five (5) years' of progressive human resources experience;
- An equivalent combination of education and experience may be considered;
- Human Resources Professional Designation is an asset;
- Proficient with Microsoft Office and Human Resources Information Systems (HRIS);
- Strong knowledge of provincial and federal legislation and best practices;
- Ability to provide recommendations on employee and labour relations to management;
- Strong leadership, ethics, problem-solving, strategic thinking and cultural competency;
- Excellent organizational, time management, communication and interpersonal skills;
- Experience working with not-for-profit an asset;
- Knowledge of Metis culture and MMF programs and services an asset.

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, July 23, 2018 to the MMF Finance & Human Resources Department, 300-150 Henry Ave., Winnipeg, Manitoba R3B 0J7, or email to: resumes@mmf.mb.ca or fax to (204) 947-1816.

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