



Position: Data Clerk (Summer Student position)

Duration: Maximum 16 weeks employment between May – August 2018

Eligibility:

- Metis, Non-Status or Inuit students between the ages of 18-30 who attended school full-time during the preceding year and who are returning to school on a full-time basis in the following academic year. (Part-time and distance education students do not qualify.)
- Must be legally entitled to work in Canada.

Opportunity:

This Summer Student position will report to the Metis Economic Development Fund (MEDF) & Louis Riel Capital Corporation (LRCC) and will be engaged in a 16 week job placement gaining business knowledge & skills associated within the financial services industry.

The Metis Economic Development Fund is an equity investment fund intended to stimulate economic development activities of the Metis people throughout Manitoba by providing equity and capital for Metis entrepreneurs and businesses to support economic development initiatives.

The Louis Riel Capital Corporation (LRCC) is a Manitoba Metis-owned lending institution created to finance the start-up, acquisition and/ or expansion of viable Metis and Non-Status Indian controlled small businesses based in Manitoba.

Responsibilities:

The Summer Student will be responsible for managing data and financial inputs in an accurate and timely manner. Some travel within Manitoba will be required to meet the expectations of the role.

Qualifications:

- Solid working knowledge of computers including proficiency in Microsoft Office applications and other associated software programs.
- Ability to gather and interpret relevant data and information and have good problem solving skills
- Flexible and creative with a proven ability to adapt or develop procedures and processes in response to a dynamic and changing environment
- Strong interpersonal, presentation and communication skills
- Ability to work independently with minimal hands on supervision as well as be a solid team player

Please forward covering letter and resume by Tuesday, May 1, 2018 to the MMF Metis Employment & Training Department, 300-150 Henry Ave., Winnipeg, Manitoba R3B 0J7, email to: andrew.boryskavich@mmf.mb.ca or fax to (204) 947-3251.



**Metis
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