



MANITOBA METIS FEDERATION INC.

The Manitoba Metis Federation (MMF) is the self-government representative that promotes the political, social, cultural, and economic interests and rights of the Metis Nation's Manitoba Metis 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 and natural resources.

The **Metis Employment & Training Department (MET)** is seeking a highly motivated individual to perform the function of a full-time **Partnership Coordinator** located at the **MMF Home Office in Winnipeg, MB**. Salary is dependent upon qualifications and experience. A comprehensive competitive benefits package including a retirement savings plan is provided.

Partnership Coordinator – Winnipeg, MB

Under the direction and supervision of the MET Senior Director, the Partnership Coordinator will lead the development, negotiation & implementation of specific employment & training initiatives of the department.

Key responsibilities include: promoting departmental programs and services to facilitate dynamic partnerships with industry employers, training institutions, government departments and community organizations & stakeholders; developing and maintaining a diverse network of contacts with and cooperative working relationships with government departments, community stakeholders, training institution's/providers and community organizations; and developing & reviewing project funding applications.

Relevant Skills and Qualifications:

- Post-secondary education & experience in Business Administration or Management or an equivalent combination of related education, training & experience.
- Minimum of 2 years supervisory & management experience with demonstrated experience leading staff teams
- Demonstrated ability to coordinate and implement employment & training programs and services with a minimum of 2 year's related experience
- Experience interpreting, analyzing, explaining and reconciling financial statements and reports and an understanding of basic financial and practices
- Strong leadership and problem solving abilities with demonstrated commitment to deadlines, accountability and details.
- Excellent time and resource management and strong program administration skills.
- 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 industry, employer and community partners, clients and co-workers.
- Intermediate knowledge of Microsoft Outlook, Word, Excel and PowerPoint.
- Experience working with Indigenous non-profit organizations, volunteer boards & committees
- Valid Driver's License and willing and able to travel.

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

**If you are interested in joining our team, please forward cover letter & resume, indicating which position you are applying for to metresumes@mmf.mb.ca.
Deadline for applications is February 11, 2019.**