



## **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 and Training Department (MET) seeks to fill **one part-time Youth Resource Centre Worker position** located at the Interlake Regional office in **St. Laurent, MB**; remuneration is \$12.50 -14.50 per hour, depending upon qualifications and experience. Position is 30 hours a week, working afternoons, evenings and weekend hours.

### **Youth Resource Centre Worker – St. Laurent, MB**

Under the general supervision of the Youth Coordinator and reporting to the Regional Administrator, the Youth Resource Centre Worker will assist in the planning, promotion, implementation and delivery of Regional Youth programs and initiatives focusing on career awareness and exploration, leadership, empowerment, skill development and employment. The Youth Resource Centre Worker is responsible for providing youth participant supervision and general operation of the St. Laurent Youth Resource Centre. Duties include: providing information about programs, services and resources; coordinating workshops, events & activities; completing intake registrations with youth, gathering and maintaining resource materials and job board; completing monthly activity reports; and other administrative tasks.

#### **Skills and Qualifications:**

- Related post-secondary education or equivalent experience and/or prepared to undertake employment related training to fully meet the requirements of the position
- Minimum of 2 years' experience in administrative support services
- Proficient in Microsoft Office 2010 (Word, Excel, Outlook, & PowerPoint) and Internet Explorer
- Experience maintaining confidential records and files both paper & electronic
- Experience establishing and maintaining good working relationships with a diverse array of partners, clients, and co-workers
- Experience working with not-for-profit organizations, volunteer Boards & Committees
- Demonstrated experience working with the Metis community
- Excellent oral and written communication skills
- Demonstrated ability to work effectively independently and in a team environment

Preference will be given to qualified Metis 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.

**Please forward covering letter and resume indicating which position you are applying for by Friday, October 20, 2017 to the MMF Metis Employment & Training Department, 300-150 Henry Ave., Winnipeg, Manitoba R3B 0J7, email to: [metresumes@mmf.mb.ca](mailto:metresumes@mmf.mb.ca) or fax to (204) 947-3251.**

All of our job postings can be viewed at [www.mmf.mb.ca](http://www.mmf.mb.ca) or [www.mmfemployment.ca](http://www.mmfemployment.ca)