



MANITOBA METIS FEDERATION INC.

COMMUNICATIONS SPECIALIST

JANUARY 11, 2019

19-004-05

The Manitoba Metis Federation (MMF) is the official democratic and self-governing representative for the Metis Nation's Manitoba Metis Community. The Manitoba Metis are Canada's Negotiating Partners in confederation and the Founders of the Province of Manitoba.

The MMF seeks to fill one (1) full-time Communications Specialist position within our Communications Department located at 150 Henry Ave in Winnipeg, MB. Remuneration is \$35,000 - \$45,000 per annum. Reporting to the Director of Communications, the Communications Specialist is responsible for developing written materials for internal and external communications.

Job Duties/Competencies:

- Draft and research briefing notes, radio scripts, speaking points, press releases, interview questions, advertising copy and articles for Le Metis;
- Assist in producing video blogs and record interviews (video, audio, photography, print);
- Assist with the MMF website and perform research activities;
- Draft copy for the MMF social media accounts including but not limited to Facebook, Twitter, YouTube, Instagram, LinkedIn;
- Maintain partnerships with targeted media and a network of contacts with internal and external organizations;
- Coordinate internal communications;
- Develop advertising, marketing and promotional materials including website content and social media announcements;
- Plan and coordinate media events and perform general administrative duties;

Skills and Qualifications:

- Post-secondary education in Communications, Advertising, Public Relations or related discipline. A combination of education and experience will be considered;
- Minimum three (3) years' experience in Communications;
- Minimum two (2) years' experience working with Adobe Creative Suite (InDesign, Dreamweaver, Acrobat, Photoshop, Illustrator);
- Experience working with Microsoft Office (Word, Excel, PowerPoint, Access, SharePoint);
- Experience with Graphic Design and Photography;
- Experience with Videography is an asset;
- Proficiency in French is an asset;
- Experience working for a not-for-profit organization is an asset;
- Knowledge of Metis culture and MMF programs and services is a definite asset; and
- Valid Manitoba Driver's license and access to a reliable vehicle is desired.

Applicants are encouraged to apply and self-identify on their cover letter. We offer a competitive benefits package which includes but not limited to: health and dental, life insurance, short term and long term disability as well as a matching pension plan. We also offer an on-site fitness facility as well as an in-house restaurant.

Closing for this competition is **Monday, February 4, 2019**. We thank all who apply; however, only selected applicants will be contacted.

Please forward a cover letter (referencing posting number), resume, and 3 references to:

MMF Finance & Human Resources Department,
300-150 Henry Ave
Winnipeg, Manitoba R3B 0J7
Email to: resumes@mmf.mb.ca
Fax to (204) 947-1816

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