



**MANITOBA METIS FEDERATION INC.**

**HARVESTING OFFICER  
JANUARY 7, 2019  
Posting #19-008-07**

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 term Harvesting Officer position within our Engagement and Consultation Unit located at 150 Henry Avenue in Winnipeg, MB, with an end date of March 31, 2019, with the possibility of extension. Remuneration is \$35,000-\$40,000 per annum. Reporting to the Engagement and Consultation Coordinator, the Harvesting Officer will work from Home Office in tandem with the Natural Resources Coordinator to facilitate much of the actions involved in Manitoba Metis Community harvester inquiries and harvester charges.

**Job Duties/Competencies:**

- Triage and assess harvester inquiries;
- Gather harvester charge/case particulars and develop recommendations;
- Prepare background material and harvester particulars for MMF and MMF legal counsel;
- Maintain MMF harvester charge tracking system and monitor court dates;
- Review and confirm harvester charge documentation is current and follows the Metis Laws of the Harvest;
- In tandem with the Natural Resource Coordinator conduct research on variety of Natural Resources related matters;
- Assist the Natural Resources Coordinator with harvester survey reporting;
- Maintain and update the Central Harvester Database with most current harvester survey information; and,
- Prepare monthly and annual activity reports, concept papers and briefings.

**Skills and Qualifications:**

- Bachelor degree or equivalent in the Social or Natural Science, Native Studies, Law, Training and Employment certifications, with several years of experience. Combination of education and experience will be considered;
- Previous experience working in an office preferably with a non-profit Indigenous organization;
- Previous experience in data research, analysis, and presentation, including report writing;
- Experience with Microsoft Word and Excel;
- Excellent oral and written communication and presentation skills;
- Excellent listening skills with the ability to provide input and feedback;
- Valid Manitoba Driver's license and access to a reliable vehicle; and,
- Knowledge of Metis culture and MMF programs and services is a definite asset.

Applicants are encouraged to apply and self-identify on their cover letter. Remuneration is based on education and experience. 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 January 21, 2019. We thank all who apply; however, only selected applicants will be contacted.

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

MMF Finance & Human Resources Department, 300-150 Henry Ave

Winnipeg, Manitoba R3B 0J7  
Email to: [resumes@mmf.mb.ca](mailto:resumes@mmf.mb.ca)  
Fax to (204) 947-1816

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