



MANITOBA METIS FEDERATION INC.

DATABASE MAINTENANCE COORDINATOR

April 12, 2019

Posting #20-001-04

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 Database Maintenance Coordinator position within our Central Registry Office located at 150 Henry Ave in Winnipeg, MB. Reporting to the Director of CRO, this position's primary focus will be to manage, maintain, and provide recommendations on the CRO database.

Job Duties/Competencies:

- Work closely with Central Registry Office and the Information Technology team;
- Develop and maintain the CRO Citizenship and Harvester Databases to ensure high levels of availability;
- Evaluate and advise on all technology related components such as software, hardware, and networking capabilities for the database management systems and applications;
- Develop and implement databases and related applications;
- Design and deploy data table structures, forms, reports and queries;
- Conduct research and make recommendations on database products, services, protocols, security and standards;
- Identify inefficiencies in current databases, investigate solutions, diagnose and resolve database access and performance issues to ensure all database systems meet departmental and performance requirements;
- Development and maintenance of the database stored procedures, views and functions for hosted web applications;

Skills and Qualifications:

- Information Technology Certificate, a combination of education and experience may be considered;
- Minimum two years' experience in an IT support role with two years' experience in database development is preferred;
- Strong knowledge of database development and management required;
- Strong knowledge of software programs such as Visual Studio, FlashBuilder, Structured Query Language and Access is preferred;
- Experience working with the public with a strong sense of discretion, friendliness and professionalism;
- Previous experience working in a fast-paced office environment, with multiple departments is preferred;
- Excellent organizational and planning skills with strong attention to detail;
- Strong communication, analytical and interpersonal skills;
- Experience working for a not-for-profit organization and Indigenous Community is an asset;
- Knowledge of Metis culture and MMF programs and services is a definite asset; and
- Valid Manitoba Driver's license with access to a reliable vehicle is an asset.

Preference will be given to qualified Metis applicants. Applicants are encouraged to apply and self-identify on their cover letter/resume. 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 pension plan. We also offer an on-site fitness facility as well as an in-house restaurant.

Please forward a cover letter, resume and salary expectations by Friday, April 26, 2019. We thank all who apply; however, only applicants selected for an interview will be contacted.

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.