



## **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 Métis Nation's Manitoba Métis 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** seeks to fill one **Project Officer** position located at the **MMF Home Office in Winnipeg, MB**; remuneration is \$33,369.00 - \$41,985.00 annually (depending on qualifications and experience), plus benefits.

### **Project Officer – Winnipeg, MB**

Under the general supervision of the HRD Committee Coordinator and reporting to the MET Director, the Project Officer will develop and implement training and employment initiatives undertaken by the Metis Employment & Training Department. The Project Officer is responsible for the assessment, management and monitoring of these training and employment initiatives. The Project Officer is also responsible for facilitating partnerships with industry employers, training institutions, and organizations to deliver programs and services that address labour market needs.

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

- Related post-secondary education in social sciences, adult education and training, business administration or management, and a minimum of 2 years directly related work experience. An equivalent combination of education and experience may be considered.
- Demonstrated ability delivering, coordinating and implementing employment-focused training programs.
- Ability to research training and labour market needs.
- Excellent written communication skills, with an ability to develop and communicate programs and policies to clients, stakeholders and partners.
- Demonstrated experience developing employment-focused training proposals.
- Experience analyzing financial statements and reports and an understanding of basic financial & accounting practices
- Excellent oral communication and presentation skills to convey program-related information.
- Demonstrated experience establishing and maintaining productive and respectful relationships with a diverse array of partners, clients, and co-workers.
- Demonstrated proficiency working with Microsoft Word, Excel, Outlook, Power Point, and computerized case management programs.
- Experience working with the Aboriginal community and with volunteer Boards & Committees
- Valid Driver's License and able to travel

Preference will be given to qualified Métis 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.

We offer a competitive benefits package which includes but not limited to: health and dental insurance, life insurance, accidental death and dismemberment, short term and long term disability and a retirement savings plan.

**Please forward covering letter and resume indicating the position you are applying for by Wednesday, September 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)