MANITOBA MÉTIS FEDERATION

PROGRAM OFFICER
September 1, 2026
Posting #26-02-005

The Manitoba Métis Federation (MMF) is the democratically elected National Government of the Red River Métis, also known as the Manitoba Métis. The Red River Métis are a distinct Indigenous Nation and People, and Canada's Negotiating Partners in Confederation and the Founders of the Province of Manitoba.

The MMF seeks to fill **one full-time Program Officer** position within our **Métis Employment & Training Department** located 150 Henry Avenue in **Winnipeg, MB**. The Program Officer will develop and implement training and employment initiatives undertaken by the Métis Employment & Training Department.

Job Duties/Competencies:

- Network and collaborate with industry, employers and partners to initiate and develop relationships and partnerships for employment and training initiatives to address labour market needs;
- Actively engage with partners to proactively develop employment & training projects to respond to community labour market needs;
- Provide support to groups, individuals, and employers in preparing employment & training proposals and applications;
- Manage project contract financials by reviewing and reconciling monthly claims and reports, ensuring that service providers operate within budget allocation and align with intended activities;
- Ongoing monitoring of client progress and attendance during employment and training activities, providing support and guidance for retention and success.

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;
- Ability delivering, coordinating, and implementing employment-focused training programs;
- Ability to research training and labour market needs;
- Experience developing employment-focused training proposals;
- Experience analyzing financial statements and reports and an understanding of basic financial and accounting practices;
- Experience working for a not-for-profit organization and Indigenous community is an asset;
- Knowledge of Red River Métis culture, MMF programs and services is a definite asset; and,
- Ability to travel, valid Manitoba Driver's license with access to a reliable vehicle.

We offer a comprehensive benefits package including; health, dental, vision, pension, and vacation.

Please submit your resume and cover letter, referencing the job posting number by Tuesday, September 15, 2026.

The MMF is committed to providing an inclusive and accessible recruitment process. If you require accommodation during any stage of the recruitment process, please let us know and we will work with you to meet your needs.

The MMF requires satisfactory background checks prior to commencement of employment. The MMF will accept existing background checks if dated within 3 months of your start date. Obtaining these documents is not a guarantee of employment.

Preference will be given to qualified Red River Métis applicants and they are encouraged to self-identify on their cover letter. The MMF encourages internal applicants to apply for career opportunities within our Government.

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

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