MANITOBA MÉTIS FEDERATION

REGIONAL COORDINATOR
September 4, 2026
Posting #26-02-006

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 Regional Coordinator** position within our **Métis Employment & Training Department** located at the MMF Southwest Regional Office in **Brandon, MB**. The Regional Coordinator is responsible for the management and monitoring of departmental employment and training programs and services within the Region.

Job Duties/Competencies:

- Coordinate and direct the operations of the MET Regional office in a client-centered, cost-effective and efficient manner;
- Provide day-to-day supervision, direction and support to the MET Regional office staff team, and assist in the completion of performance reviews;
- Work collaboratively with the Local committee to administer employment & training programs and services;
- Review and assess applications/proposals for funding supports, recommending action to be taken (proceed, reject, defer), and preparing necessary documentation;
- Manage contractual financial obligations of client & project activities as per contracts/contribution agreements;
- Lead the communication process for the MET Regional Office;
- Establish and maintain a network of contacts with and cooperative working relationships with local, provincial and federal departments, community stakeholders, training institutions and community organizations.

Skills and Qualifications:

- Post-secondary education & experience in Business Administration or Management or an equivalent combination of related education, training, and experience;
- Minimum of 1 years' supervisory & management experience with demonstrated experience leading staff teams;
- Demonstrated ability to coordinate and implement employment & training programs and services with a minimum of 2 years' related experience;
- Experience interpreting, analyzing, explaining and reconciling financial statements and reports;
- Strong leadership and problem-solving abilities with demonstrated commitment to deadlines and accountability;
- Excellent time and resource management and strong program administration skills;
- Acceptable Criminal Record Check with a Vulnerable Sector Check is required;
- Knowledge of 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. This position is open until filled.

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

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