



## **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 Metis Nation's Manitoba Metis Community. In addition, the MMF delivers programs and services to our community including: child and family services; justice; housing; youth; education; human resources; and natural resources.

The MMF'S Department of Aboriginal Skills and Employment Training Strategy (ASETS) seeks to fill one vacant position at the MMF The Pas Regional Office in **The Pas, MB.**

### **The Pas LMB Coordinator**

Reporting to the Provincial Management Board (PMB) Coordinator of the Aboriginal Skills and Employment Training Strategy (ASETS) department, the Coordinator will follow and implement policies and procedures regarding the employment and training initiatives undertaken by the MMF. These initiatives include Human Resource planning, recruitment, training and development, occupational classifications, and the assessment, implementation, and monitoring of approved employment and training initiatives.

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

- Minimum of two (2) years supervisory experience
- Minimum of two (2) years experience in general accounting
- Demonstrated Project Management and Administration experience
- Working knowledge of ACCPAC for Windows an asset
- Excellent interpersonal skills including an ability to work independently or closely with others as the need arises, as well as to listen and to provide input and feedback
- Ability to relate positively with a wide variety of clients and the general public
- Post-secondary education or equivalent experience **or is prepared to undertake employment related training to fully meet the requirements of the position**
- Valid Class 5.0 Manitoba Driver's License
- Experience with Boards and not-for-profit organizations would be an asset

Preference will be given to qualified Metis applicants.

Qualified applicants are encouraged to apply and self-identify on their resume. The MMF appreciates the interest of all applicants; however, only the 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 by Tuesday October 11, 2011, to the MMF Finance Department, 300-150 Henry Ave., Winnipeg, Manitoba R3B 0J7, or fax to (204) 957-1092 or email to: [resumes@mmf.mb.ca](mailto:resumes@mmf.mb.ca)**

All our job postings can be found at [www.mmf.mb.ca](http://www.mmf.mb.ca)