



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 & Employment Training Strategy (ASETS) seeks to fill one **(1)** vacant position at the MMF Northwest Metis Council - Regional Office in **Dauphin, MB.**

Northwest LMB Coordinator

Under the direction of the Provincial Management Board (PMB) Coordinator, the LMB Coordinator will follow and implement 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:

- Excellent communication and organizational skills.
- Supervisory skills
- Excellent interpersonal skills including an ability to work independently or closely with others as the need arises, as well as to listen and provide input and feedback.
- Relate positively with a wide variety of clients and the general public.
- Demonstrated ability with Project Management and Administration.
- Post-secondary education or equivalent experience ***and/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 Monday October 17, 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.

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