



INFINITY WOMEN SECRETARIAT

SUMMER STUDENT COORDINATOR

June 8, 2023

Posting #23-15-006

The Manitoba Métis Federation (MMF) is the National Government of the Red River Métis - also known as the Manitoba Métis. The Red River Métis are Canada's Negotiating Partners in Confederation and the Founders of the Province of Manitoba.

The Infinity Women Secretariat (IWS) is an affiliate of the MMF whose main purpose is to promote, empower and enhance the social, culture and economic well-being of Red River Métis Women.

The IWS seeks to fill **one term Summer Student Coordinator** position located at 150 Henry Ave in **Winnipeg, MB**. **This position has an anticipated end date of September 1, 2023**. The Summer Student Coordinator is responsible for overseeing the IWS Summer Student Employment Program.

Job Duties/Competencies:

- Support Red River Métis students seeking summer employment throughout Manitoba;
- Connect, develop, and maintain relationships with businesses and organizations across Manitoba;
- Match qualified students with meaningful employment opportunities;
- Maintain organized spreadsheets, forms, and files;
- Conduct professional communication with all program applicants and participants;
- Support the growth and development of IWS programs, services, supports, and resources;
- Assist in reviewing programs and activities, evaluation and research analysis as assigned;
- Actively promote and develop partnerships to proactively address Local/Regional/Provincial Red River Métis girls, young women, and young 2SLGBTQIA+ individuals' needs.

Skills and Qualifications:

- Due to funding, the successful applicant must be a Red River Métis woman, girl or 2SLGBTQIA+ individual;
- Must currently be enrolled in post-secondary education;
- Proficient in Microsoft Office: Word, Excel, Outlook, PowerPoint, Teams;
- Previous experience working with students is an asset;
- Demonstrated ability to write reports and other documents;
- Strong organizational, interpersonal and time management skills;
- Knowledge of Red River Métis culture and MMF programs and services is a definite asset; and,
- Ability to travel, valid Manitoba Driver's license with access to a reliable vehicle.

Access to an on-site fitness facility as well as an in-house restaurant is available.

Please submit your resume and cover letter, referencing the job posting number by Sunday, June 18, 2023.

The MMF requires a satisfactory criminal record check prior to commencement of employment. The MMF will accept existing criminal record checks if dated within 3 months of your start date. Obtaining this document is not a guarantee of employment.

Preference will be given to qualified 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.