



MANITOBA MÉTIS FEDERATION

ASSESSMENT OFFICER – POST-SECONDARY EDUCATION

August 17, 2022

Posting #22-16-005

The Manitoba Métis Federation (MMF) is the democratic 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 MMF seeks to fill **one full-time Assessment Officer – Post-Secondary Education** position within our **Provincial Education Department** located at 150 Henry Ave in **Winnipeg, MB**. This position will assist with the demand for the Post Secondary Education Support Program (PSESP) by coordinating with applicants and managing information.

Job Duties/Competencies:

- Maintain student files and assist students with barriers to funding;
- Collaborate with internal MMF departments to advance Métis students applications;
- Ensure all requested information and documentation is collected from applicants;
- Assist with preparing all payments to students and ensure they are paid in a timely manner;
- Establish and maintain a network of contacts at each university and college in Manitoba;
- Verify PSESP & Louis Riel Bursary applications and update the database;
- Work with the working group and subcommittees, and provide information and reports as needed;
- Facilitate the delivery of Post Secondary Education programs and services to Métis Citizens.
- Respond to and manage the Post Secondary Education email inbox.

Skills and Qualifications:

- Related post-secondary education business administration or project management, and a minimum of 2 years directly related work experience;
- Excellent communication skills including experience drafting correspondence and preparing reports;
- Demonstrated ability to create and maintain filing systems and maintain confidential records and files;
- Strong organizational, interpersonal and time management skills;
- Proficient with Microsoft Office: Word, Excel, Outlook, PowerPoint;
- Experience working for a not-for-profit organization and Indigenous community is an asset;
- 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. 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 Wednesday, August 31, 2022.

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.