



MANITOBA MÉTIS FEDERATION

REGIONAL REGISTRY OFFICER

August 19, 2022

Posting #22-04-004

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 Regional Registry Officer** position within our **Central Registry Office Department** in each of the following MMF Regional Offices, located in **Winnipeg, Grand Marais, and Thompson, MB**. The Regional Registry Officer is responsible to coordinate all aspects of the MMF Citizenship and Harvester Card process at the regional level.

Job Duties/Competencies:

- Work closely with the Regions and Central Registry Office to ensure the efficient operation of the application process and database system;
- Excellent communication skills to answer general inquiries from the public;
- Answer questions from applicants, constituents or Locals regarding the application process including genealogies, Citizenship, Métis Harvesting Initiatives, etc.;
- Provide harvesting information regarding the fall harvest big game tags and Métis Conservation Trust Sticker;
- Receive, process, and distribute application forms;
- Maintain and update both electronic and hard copy filing systems;
- Perform clerical duties related to MMF Citizenship.

Skills and Qualifications:

- Post-secondary education in Administrative Assistant, Clerk, or relevant field preferred;
- Minimum two years' experience as an Administrative Assistant, Clerk, or similar role;
- Experience in customer service and/or excellent customer service skills preferred;
- Proficient in data entry;
- Proficient in Microsoft Office: Word, Excel, Outlook, and PowerPoint;
- Knowledge of Métis issues and socio-economic conditions affecting Métis people preferred;
- Knowledge of local, provincial, and federal resources preferred;
- Ability to manage time and utilize resources to complete departmental objectives;
- Knowledge of Métis culture and MMF programs and services; and
- 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 by Monday, September 5, 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.