



## Child Care Licensing and Compliance Lead

### Description

MANITOBA MÉTIS FEDERATION

### CHILD CARE LICENSING AND COMPLIANCE LEAD

**December 13, 2024**

**Posting #24-14-016 (REPOSTED)**

The Manitoba Métis Federation (MMF) is the democratically elected National Government of the Red River Métis, also known as the Manitoba Métis. The Red River Métis are a distinct Indigenous Nation and People, and Canada's Negotiating Partners in Confederation and the Founders of the Province of Manitoba.

The MMF seeks to fill **one full-time Child Care Licensing and Compliance Lead** position within our **Early Learning and Child Care Department** located at 200 Main Street in **Winnipeg, MB**. The Child Care Licensing and Compliance Lead is responsible for assisting with the licensing and strategic planning of licensed childcare centers, along with providing training and support to Centre Directors.

### Duties

#### **Job Duties/Competencies:**

- Assist with planning licensing timelines;
- Conduct site visits as required;

### Closing Date

February 11, 2025

### Categories

Education, Law and Social, Community and Government Services

### Employer

Manitoba Metis Federation

### Location

Downtown

### Address

200 Main Street  
Winnipeg, R3C 1A8

### Job Type

Full-time

### Education Level

College

- Assist in the facilitation the preparation and analysis of reports;
- Implement ELCC Child Care policies and procedures;
- Develop and prepare training materials;
- Assist with strategic planning to determine department objectives, and make strategy adjustments as necessary;
- Assist in establishing partnerships with industry contacts, childcare centers, and service providers;
- Assist with preparing monthly reports as required by the department;
- Coordinate meetings for staff training and development.

## **Qualification**

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

- Bachelor's Degree in Business Administration or relevant field; ECE III Diploma in Early Childhood Education; equivalent experience and training may be considered;
- Minimum of three years' experience as a Licensing Manager, Provincial Coordinator, or relevant Management role with demonstrated ability to deliver programs and services;
- Minimum of 2 years' experience developing and facilitating programming;
- Experience in preparing funding proposals for social service projects and programs;
- Proficiency in Microsoft Office Suite;
- Experience working with boards and/or committees is preferred;
- Experience working for a not-for-profit organization and Indigenous community is an asset;
- Knowledge of Red River 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.