

As an affiliate of the Manitoba Métis Federation (MMF), the Louis Riel Institute (LRI) is responsible to the Métis people of Manitoba to provide programs, resources and services related to education and culture. The Louis Riel Institute seeks to fill one **Full-time Métis Languages Administrative Coordinator** position located in **Winnipeg, MB**.

## **Métis Languages Administrative Coordinator**

The Metis Languages Administrative Coordinator will work as part of a team at the Louis Riel Institute and under the direction of the Program Manager. The main functions of this position are to assist in ensuring project timelines, budgets and deliverables are met, and necessary reports are submitted on time. The Administrative Coordinator will work with a diverse team, including those working in: archival management, documenting and processing of language samples, survey dissemination and analysis, communications, MAP programs, and language research.

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

- Responsible for all departmental administrative processes
- Facilitate required language revitalization activities under various Métis Languages projects at LRI
- Coordinate meetings and prepare meeting minutes
- Prepare reports on program activities and results
- Maintain project records
- Coordinate the acquisition of new materials
- Track, create and submit honorariums, purchase orders, and bills of lading
- Assist in coordinating and scheduling events and summer programming
- Play a key role in all communication with team members and members of the Métis Languages Collaborative community advisory group

### **Skills and Qualifications:**

- Highschool diploma required, and University/College Education or equivalent work experience recommended
- Administration or project coordination experience/training required
- Passion for sharing and preserving Métis history, culture and languages
- Self-motivated with the ability to meet deadlines while multitasking
- Comfortable working both collaboratively and independently
- Excellent interpersonal and organizational skills
- Excellent analytical and problem-solving abilities
- Excellent communication skills: both written and verbal
- Knowledge of LRI programs and services
- Knowledge of MMF programs, services, and governance
- Speaker or learner of a Métis Language(s) will be considered an asset
- Acceptable Criminal Records check and Child Abuse Registry check

Qualified Métis applicants are encouraged to apply and self-identify on their resume. While we thank all applicants for their interest, only those selected for interviews will be contacted.

**Salary Range:** \$46,000-50,000 plus benefits, dependant on education and experience.

**Closing Date:** Until Filled

Please forward cover letter and resume to:

**Louis Riel Institute**

Email: [lrihr@mmf.mb.ca](mailto:lrihr@mmf.mb.ca)