



Louis Riel Institute



As an affiliate of the Manitoba Metis Federation, 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 Program Manager** position located in **Winnipeg, MB.**

Métis Languages Program Manager

The Métis Languages Program Manager will be required to manage projects and team members whose work and activities intersect in areas including: the history of the Métis Nation and their languages; archival management; language revitalization; language documentation; communications, Mentorship-Apprentice Programs, and research. The main function of this position is to assist the LRI Métis Languages program outcomes, by initiating; planning, executing, and monitoring program activities and team members in order to meet project timelines and deliverables on budget. The Program Manager will be responsible for developing detailed project plans, tracking progress, measuring performance, maintaining comprehensive program documentation, and reporting on the Métis Languages projects.

Job Duties/Competencies:

- Manage multiple projects, timelines, and budgets
- Lead program team members to ensure activities are carried out in order to meet project timelines, budgets and deliverables.
- Create detailed project plans
- Develop project tracking methods
- Manage project budget(s) and resources
- Track project progress and measure performance
- Develop and maintain comprehensive project documentation
- Support future project planning to support strategic plan
- Build and maintain relations with key stakeholders
- Deliver progress reports for the LRI General Manager
- Attend and participate in Métis Languages Collaborative team meetings
- Organize and maintain record records and files
- Attend Métis events and other Métis gatherings as requested

Skills and Qualifications:

- University Education or relevant equivalent experience and training may be considered in any of the following; Business Management, Indigenous Studies, History or Languages
- Experience preparing, following and reporting on budgets
- Experience leading a team
- Ability to meet deadlines while multitasking in a fast-paced environment
- Proficiency in a variety of computer applications including MS Office and MS Excel
- Excellent communication skills; both written and verbal
- Knowledge of Metis culture
- Knowledge of LRI & MMF programs and services
- 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: Dependant on education and experience.

Closing Date: Until filled

Please forward cover letter and resume to:

Louis Riel Institute

Email: lrhr@lrilearn.ca