



Les Femmes Michif Otipemisiwak
Women of the Métis Nation
600 – 180 Elgin Street
Ottawa, ON K2P 2K3

Job Posting: **2SLGBTQQA+ Initiatives Manager**

Terms: **Full-time**

Location: **Ottawa, Ontario**
with accommodation to work remotely for the successful candidate

Job Posting: 2SLGBTQQA+ Initiatives Manager

Les Femmes Michif Otipemisiwak (LFMO) Women of the Métis Nation (WMN) is the recognized voice of Métis Women across the homeland. Our mission is to ensure that Métis Women are safe, connected, empowered, and have capacity to work with other Canadian and Métis organizations to help create the conditions for healthy, vibrant and productive communities throughout the Métis Nation.

The 2SLGBTQQA+ Initiatives Manager works in close collaboration with our National 2SLGBTQQA+ Committee, assisting in implementing their strategic objectives and operational goals. The 2SLGBTQQA+ Initiatives Manager maintains current subject matter knowledge as well as knowledge and experience to leverage into creating effective Métis 2SLGBTQQA+ led infrastructure, activities, and events that will strengthen and build the capacity of the Métis 2SLGBTQQA+ sector related to a national strategy for 2SLGBTQQA+ representation. To successfully perform in this position, candidates need an understanding of the historical context and contemporary realities of Métis in Canada, how they intersect with trauma, and the work needed to improve the wellbeing and safety of Métis 2SLGBTQQA+ in Canada.

Reporting directly to the President, the 2SLGBTQQA+ Initiatives Manager supports LFMO's mandate by leading our 2SLGBTQQA+ work, research, and policy development in partnership with the LFMO President, National 2SLGBTQQA+ Committee, and senior management colleagues. The 2SLGBTQQA+ Initiatives Manager oversees and leads our reporting out on Métis 2SLGBTQQA+ projects and interfaces with our funders on this portfolio. This position will also provide mentorship, guidance, and some supervision of staff working on the 2SLGBTQQA+ files for LFMO.

Responsibilities

- Is the lead on 2SLGBTQQA+ files as assigned by the President, supporting the achievement and outcomes related to the file's work plan and identified outputs.
- Engages in committee support, governance policy development, related analysis, and research activities related to 2SLGBTQQA+ and related files assigned supporting the 2SLGBTQQA+ committee led strategy and activities.



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- Work collaboratively with the leads on other files, including LFMO Director of Intergovernmental Affairs, Senior Directors and other LFMO staff as required.
- Provides mentorship and assists with supervision of staff colleagues working on the 2SLGBTQQIA+ file.
- Identifies and provides timely strategic information and advice on current and emerging 2SLGBTQQIA+ policy issues relevant LFMO's work, and that impact Métis 2SLGBTQQIA+.
- Implements workplan activities within the scope of LFMO 2SLGBTQQIA+ program funding and initiatives.
- Achieves the goals and priorities of LFMO related to Métis 2SLGBTQQIA+ impacts / involvement and interests related to 2SLGBTQQIA+.
- Provides expert technical support to LFMO's 2SLGBTQQIA+ committee: including planning and coordinating teleconferences and meetings, preparation of background materials, meeting notes, and ensures action/follow-up on committee recommendations.
- Plans and /or facilitates meetings, focus groups, teleconferences, webinars, and workshops as required including supervision of logistics coordination.
- Develops workshop training tools, presentations, and meeting materials such as agendas, background information, and coordinate translation of same.
- Assists with project report writing, including organizing, compiling, and drafting reports and other materials related to projects and distributes final documents to all project stakeholders.
- Initiates, plans, supervises, and implements 2SLGBTQQIA+ related engagement activities with Métis 2SLGBTQQIA+.

Essential Qualifications

- Employment and/or volunteer experience working with, supporting, and advancing the interests of 2SLGBTQQIA+ Métis or other Indigenous 2SLGBTQQIA+ people.
- Outstanding communication and collaboration skills, and open-minded approach to influence decision making; working effectively with various levels of management and teams.
- Ability to build consensus within groups with diverse needs; demonstrates a willingness to learn and ask for help and maintain presence interacting with internal and external stakeholders.
- Time management – Ability to balance multiple tasks and large volume of duties; prioritizes; takes initiative to ensure deadlines are met and work is completed properly.
- Ability to work independently and to collaborate with staff, contractors, and stakeholders.
- Oral and written skills including presentation and group facilitation skills.
- Ability to supervise coordination of logistics for events, meetings, and workshops.
- Sensitivity and empathy to facilitate a trusting environment.
- Conflict resolution skills and tact to support difficult situations.



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Distinctions-Based Knowledge

- Knowledge and experience related to applying a Métis-first GBA+ lens.
- Knowledge and understanding of issues impacting Métis 2SLGBTQQIA+ and, more broadly Indigenous 2SLGBTQQIA+ in Canada.

Key Skills and Knowledge Requirements

- Highly effective project management, prioritization, multi-tasking, and time management skills to meet deadlines.
- Excellent written and verbal communication skills.
- Works well with others and able to receive direction and constructive feedback in a positive manner.
- Ability to absorb new ideas and concepts quickly and ensure they are clearly communicated to an audience.
- Politically and culturally sensitive.
- Computer literate, including effective working skills of MS Word, Excel, PowerPoint, email and Adobe Products.
- Ability to work independently & expeditiously, including working under tight timeframes & with competing priorities.
- Effective interpersonal skills and the ability to build and maintain effective networks and relationships and work as an integral member of various teams.
- Demonstrated sound judgement, tact, initiative, flexibility and problem-solving ability.
- Flexible schedule: may have to work evenings and weekends.
- Able and willing to travel.

Preference will be given to individuals of Métis and other Indigenous ancestry, please self-identify.

(Section 18 of the Human Rights Code of Ontario)

We thank all applicants for their interest in this opportunity.

Only those selected for an interview will be contacted.

Please submit resume and covering letter to:

For more information, please contact:

Les Femmes Michif Otipemisiwak / Women of the Métis Nation

email: info@metiswomen.org

website: www.metiswomen.org