



MANITOBA MÉTIS FEDERATION

RESEARCH PROJECT COORDINATOR

January 12, 2024

Posting #23-12-014

The Manitoba Métis Federation (MMF) is the National 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 Research Project Coordinator** position within our **Health & Wellness Department** located at 200 Main Street in **Winnipeg, MB**. The Research Project Coordinator will be required to administer the conduct of research and analysis on a range of health and wellness issues. Projects within the scope of this position include radon effects, transportation utilization with chronic diseases, amongst other projects, all of which are within the scope of the Red River Métis.

Job Duties/Competencies:

- Coordinate projects, including data collection and compilation;
- Assist in development of planning options for policy implementation;
- Participate in the design, development, analysis, and evaluation of various components of health issues;
- Recruit for and conduct focus groups and interviews with community members on specific health issues;
- Draft articles, reports, and presentations regarding research findings;
- Manage the presentation of research and analysis of a broad range of health and wellness issues in order to assist in identifying their implications;
- Responsible for conducting literature reviews in support of projects;
- Analyze interviews for core content and themes relating to the intended and other outcomes of the study;
- Assist in developing communication strategies for the department, including appropriate media and other methods while collaborating with the Communications Department.

Skills and Qualifications:

- Bachelor's Degree in Health or Social Sciences, Social Services, or relevant field. Graduate Degree is an asset;
- Experience with quantitative/qualitative and community-based research methods;
- Experience in project management;
- Experience in health research project coordination;
- Training on multiple research software. SPSS is essential;
- Proficient in Microsoft Office: Word, Excel, Outlook, and PowerPoint;
- Strong organizational, interpersonal and time management skills;
- 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.

We offer a comprehensive benefits package including; health, dental, vision, pension, and vacation. Access to an on-site fitness facility as well as an in-house restaurant is available.

Please submit your resume and cover letter, referencing the job posting number by January 28, 2024.

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.