



## MANITOBA MÉTIS FEDERATION

### RESEARCH COORDINATOR

February 16, 2024

Posting #23-00-012

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 Coordinator** position within our **Rights Research Department** located at 150 Henry Ave in **Winnipeg, MB**. The Research Coordinator is responsible for facilitating productive meetings, ensuring research projects and agreement deadlines are met, driving progression on critical files and fostering and maintaining relationships.

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

- Point of Contact for Researchers, Institutions, and MMF internal departments/affiliates regarding research;
- Implement and monitor a consistent procedure for office administration, records, tracking invoices and expenditures, and reporting management;
- Coordinate and ensure agreement compliance including reporting, deadlines, and deliverables are met;
- Schedule and organize meetings/events and maintain agenda;
- Prepare communications materials, briefings, backgrounders, etc;
- Attend meetings and assist in negotiations;
- Prepare proposals based on extensive research and analysis;
- Provide cost-analysis and comparative financial information on policy and program services;
- Assist in program development and research in various sectors;

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

- Bachelor's Degree in Business Administration, Public Administration, Project Management; equivalent experience and training may be considered;
- Proficient in Microsoft Office: Word, Excel, Outlook, PowerPoint and Zoom/Teams;
- Experience preparing reports and implanting procedures;
- Experience in project coordination and/or project management;
- Excellent written and verbal communication skills;
- 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 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 Sunday, March 3, 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](mailto:jobs@mmf.mb.ca)  
Fax to (204) 947-1816

All our job postings can be found at: [www.mmf.mb.ca](http://www.mmf.mb.ca).