



MANITOBA MÉTIS FEDERATION

POLICY ANALYST

March 27, 2024

Posting #23-17-002

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 Policy Analyst** position within our **Sixties Scoop and Residential Schools Department** located at **200 Main Street in Winnipeg, MB**. The Policy Analyst is responsible for researching, informing, and reporting on all program and policy-related matters, liaising with other staff/departments/agencies as necessary towards increasing the healing opportunities for those affected by the child welfare or education system, and identifying solutions to meet the Department's overarching objectives.

Job Duties/Competencies:

- Research and develop policies for the Sixties Scoop Department;
- Provide recommendations and proposals based on extensive research and analysis on a broad range of Métis reconciliation issues;
- Design and evaluate various components for programs and services provided;
- Prepare budgets, cost analysis and comparative financial information;
- Draft and edit documents such as public announcements, newsletters, funding proposals, reports, etc;
- Assist with negotiations and attend inter-jurisdictional and technical working group meetings;
- Attend meetings with senior government officials as requested, to present information and negotiate funding agreements;

Skills and Qualifications:

- Master's degree in relevant discipline or a Bachelor's degree with experience in policy and program development;
- Experience working on national and provincial reconciliation initiatives;
- Experience conducting research and developing presentations;
- Experience implementing strategies for major projects, developing cost analysis and projections;
- Experience preparing reports and budgets;
- Strong organizational, interpersonal and time management 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 Wednesday, April 10, 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.