



MANITOBA MÉTIS FEDERATION

RESEARCH PROJECT COORDINATOR

May 28, 2024

Posting #24-12-001

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 and Wellness Department** located at 200 Main Street in **Winnipeg, MB**. The Research Coordinator will administer the conduct and document review of programs and services on a range of health and wellness issues. The main duties will consist of project coordination, including data collection and compilation, aiding in the drafting of project information and reports, and aiding in the development of planning options for policy implementation.

Job Duties/Competencies:

- Collect and compile research data in preparation for review by the Director and/or Manager;
- Conduct environmental scan of health data tools, resources, programs, policies, and services regionally and provincially;
- Organize information on programs, policies, and resources for education;
- Develop and disseminate Metis-specific tools and resources for education;
- Build a health data strategy for Metis citizens in Manitoba that specifically addresses Metis needs;
- Develop online surveys to monitor and assess Metis citizens' experience with the health care system;
- Draft articles, reports and presentations regarding research findings;

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 Tuesday, June 11, 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.