



MANITOBA MÉTIS FEDERATION

RESEARCH ASSOCIATE

October 15, 2024

Posting #24-13-003

The Manitoba Métis Federation (MMF) is the democratically elected National Government of the Red River Métis, also known as the Manitoba Métis. The Red River Métis are a distinct Indigenous Nation and People, and Canada's Negotiating Partners in Confederation and the Founders of the Province of Manitoba.

The MMF seeks to fill **one full-time Research Associate** position within our **Housing Department** located at 150 Henry Avenue in **Winnipeg, MB**. Reporting to the Program Manager, the Research Associate will conduct comprehensive research, analyze data, identify service gaps, and contribute to policy development. The Research Associate will collaborate with external stakeholders, coordinate projects, and generate reports to inform and improve homelessness programming.

Job Duties/Competencies:

- In collaboration with the MMF's Departments, arrange and facilitate individual and group consultations;
- Collect and prepare quantitative and qualitative data for analysis;
- Develop a database to effectively and efficiently store and retrieve data;
- Draft articles, reports, and presentations regarding research findings;
- Find and present funding opportunities for programming and supports to Program Manager;
- Facilitate research and analysis of housing issues to help assist in identifying their implications as they relate to the adaptation of programs and services;
- Collect, compile and present comprehensive reports for research conducted and suggested policy;
- Perform a range of administrative tasks with respect to the full research cycle and assist with writing for the Housing Dept.

Skills and Qualifications:

- Degree in Social Science, Social Services, or relevant field, and/or equivalent experience may be considered;
- Two years' experience with quantitative/qualitative and community-based research methods;
- Extensive experience working with at-risk/vulnerable population;
- Experience in report writing and proposal development;
- Experience with research software procedures and best practices;
- Proficiency in Microsoft Office: Word, Excel, Outlook, and PowerPoint;
- 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, October 29, 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 Red River 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.