



## MANITOBA MÉTIS FEDERATION

### RESEARCH ASSISTANT

December 17, 2024

Posting #24-12-015

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 Assistant** position within our **Health & Wellness Department** located at 200 Main Street in **Winnipeg, MB**. The Research Assistant will be required to lead the design, development, analysis, and evaluation of various components of health and wellness issues.

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

- Organize and facilitate meetings with stakeholders, advisory groups as per various project protocols;
- In collaboration with staff and external stakeholders arrange focus groups/interview for data collection;
- Collect, compile and present comprehensive reports for research conducted
- Participate in the design, development, analysis and evaluation of various components of health and wellness issues;
- Assist in research participant recruitment;
- Maintain accurate records of interviews, safeguarding the confidentiality of subjects, as necessary;
- Collect and review data through the surveys, interview process and other data collection procedures;
- Report on current issues and priorities important to the MMF through review of materials and development of supporting documentation.

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

- Degree in Health or Social Science, Social Services, or relevant field;
- Experience with quantitative/qualitative and community-based research methods;
- Experience in project management;
- Experience in health research project coordination;
- Proficient in Microsoft Office: Word, Excel, Outlook, and PowerPoint;
- 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 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.

**Please submit your resume and cover letter, referencing the job posting number by Thursday, January 2, 2025.**

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