



**INFINITY
WOMEN**
SECRETARIAT ∞

INFINITY WOMEN SECRETARIAT

RESEARCH AND POLICY ANALYST

May 5, 2025

Posting #25-15-006

The Infinity Women Secretariat (IWS) is a non-profit organization that connects Red River Métis women, girls, 2SLGBTQ+ members throughout the Province of Manitoba and beyond, with a mandate to promote, empower, and enhance their well-being. Incorporated on April 23, 2013, IWS has become well known in our Red River Métis communities and remains a proud affiliate of the Manitoba Métis Federation (MMF), the National Government of the Red River Métis.

The IWS seeks to fill **one full-time Research and Policy Analyst** position located at 150 Henry Ave in **Winnipeg, MB**. The Research and Policy Analyst is responsible for researching, reviewing, interpreting, and implementing existing policies, regulations, and legislation, central to all issues impacting Red River Métis women, girls, 2SLGBTQ+ members.

Job Duties/Competencies:

- Develop an analytical framework for research and policy development consistent with IWS and MMF policy;
- Uses qualitative, quantitative, and mixed research methods to collect and review data, and conduct analyses;
- Undertake research and analysis of a broad range of social and political issues to assist in identifying implications as they relate to the negotiation process;
- Engage legal professionals and public policy experts to interpret the current federal legislation, reporting process, and policy implications to the Red River Métis community;
- Research comparable policies from other jurisdictions and provide policy advice and analysis;
- Prepare and present reports, position papers, letters of interest, and submissions for review.

Skills and Qualifications:

- Bachelor's degree in relevant discipline with several years' experience in research, policy, and program development;
- Experience developing and implementing strategies and frameworks for policy development;
- Experience conducting research, data analysis, writing reports and evaluations, and developing presentations;
- Strong organizational, communication, 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 IWS, Red River Métis culture, and 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 Monday, May 12, 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
Fax to (204) 947-1816

All our job postings can be found at: www.mmf.mb.ca.