



## MANITOBA MÉTIS FEDERATION

### RESEARCH ANALYST

June 26, 2025

Posting #25-21-002

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 Analyst** position within our **Red River Métis Veterans Department** located at 90 Sutherland Avenue in **Winnipeg, MB**. Reporting to the Director, the Research Analyst conducts research on Red River Métis Veterans data and programming and prepares reports and writes papers with the information they have gathered and compiled. The Research Analyst works closely with the Director to provide support on active files and programs.

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

- Research and review all relevant documents, policy, legislation, etc.;
- Desktop studies and data collection based on scholarly articles and other readily available information;
- Outreach studies including meetings, interviews, phone calls, and emails to collect more direct information;
- Collection, organization, and analysis of all information and data;
- Development of presentation on findings;
- Presentation of report for departments as required;
- Collaborative development of a website to share information and findings;
- Assist in developing project materials and documents;
- Prepare correspondence and draft briefings, reports, letters, and any other documents as required;
- Work with staff and partners to ensure all essential tasks are undertaken.

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

- Bachelor's degree in Business Administration or relevant field;
- Previous experience in community outreach and event organization activities;
- Previous experience in data research, analysis, and presentation, including report writing;
- Proficient in Microsoft Office: Word, Excel, PowerPoint, and Outlook;
- Strong organizational, interpersonal and time management skills;
- Ability to work independently and in a team;
- Experience with or knowledge of veteran experiences or trauma 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 Sunday, July 6, 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)  
Fax to (204) 947-1816

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