



MANITOBA MÉTIS FEDERATION

RESEARCH PROGRAM MANAGER

July 9, 2025

Posting #25-14-005

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 Program Manager** position within our **Early Learning and Child Care Department** located at 200 Main Street in **Winnipeg, MB**. The Research Program Manager will be required to supervise and administer the conduct of research, analysis, and reporting on a range of Early Learning and Child Care issues with respect to qualitative research. The central tasks will involve supporting a department in conducting a longitudinal study using various research methods.

Job Duties/Competencies:

- Assist with research and analysis on a broad range of Early Childhood issues, identifying their implications as they relate to the adaptation of child care programs and services;
- Collaborate with colleagues and stakeholders to collect, synthesize and interpret data using rigorous qualitative and mixed-method approaches;
- Facilitate the collection and review of data through the surveys and consultation initiatives;
- Report on current issues and priorities important to the MMF through review of materials and development of supporting documentation;
- Assist with writing for the Early Learning and Child Care Department;
- Manage and organize staff to achieve sector's goals and project objectives;
- Attend seminars and other meetings as they relate to the project(s).

Skills and Qualifications:

- Graduate Degree in Social Science, Social Services, Economic or relevant field, and/or equivalent experience;
- Five years' experience in Social Services with research experience; Longitudinal studies is an asset;
- Three years' experience in project management and leadership, preparing budgets, negotiating, and monitoring progress;
- Experience in report writing, proposal development, policy analysis and review;
- Experience with survey data collection and community-based research methods;
- Proficiency in Microsoft Office;
- Strong organizational, interpersonal, and time management skills;
- 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 Wednesday, July 22, 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.