



**MANITOBA METIS FEDERATION INC.**

**RESEARCH ASSOCIATE  
8 APRIL 2019  
THREE (3) YEAR FULL-TIME TERM  
Posting #20-001-12**

The Manitoba Metis Federation (MMF) is the official democratic and self-governing representative for the Metis Nation's Manitoba Metis Community. The Manitoba Metis are Canada's Negotiating Partners in Confederation and the Founders of the Province of Manitoba.

The MMF seeks to fill one (1) Full-time Research Associate Position within our Health and Wellness Department (HWD) located at 150 Henry Avenue Winnipeg, MB. Reporting to the Research Program Manager of Health and Wellness, the Research Associate will be required to administer the conduct of research and analysis on a range of Health and Wellness issues. The central tasks will consist of: project coordination, data collection and compilation, to aid in the analysis of research; to aid in the presentation of information and reports; and to aid in the development of planning options for policy implementation. Liaison with other organizations to develop and conduct research based on recommendations from external parties.

**Job Duties/Competencies:**

- Responsible for conducting literature reviews in support of projects;
- Collect, compile and present comprehensive reports for research conducted and suggested policy;
- Participate in the design, development, analysis and evaluation of various components of health and wellness issues, including the development of options for action and recommend appropriate course of action;
- Develop questionnaire and collect quantitative and qualitative data on the activities;
- Recruit, interview subjects and maintain accurate records of interviews, safeguarding the confidentiality of subjects
- Collect and review data through the surveys, interview process and other data collection procedures;
- Manage the presentation of research and analysis of a broad range of health and wellness issues

**Skills and Qualifications:**

- Graduate degree in Health or Social Science, Social Services, or relevant field, and/or equivalent experience and training may be considered;
- Minimum of two (2) years direct experience with quantitative/qualitative and community-based research methods;
- Training in multiple research software programs;
- Experience in project management, health research, report writing and proposal development;
- Experience working for a not-for-profit organization is an asset;
- Knowledge of Metis issues and socio-economic conditions affecting Metis people;
- Knowledge of Metis 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.

Preference will be given to qualified Metis applicants. Applicants are encouraged to apply and self-identify on their cover letter/resume. Remuneration is based on education and experience.

We offer a competitive benefits package which includes but not limited to: health and dental, life insurance, short term and long term disability as well as a pension plan. We also offer an on-site fitness facility as well as an in-house restaurant.

**Please forward a cover letter, resume and salary expectations by *Monday April 22, 2019*. We thank all who apply; however, only applicants selected for an interview will be contacted.**

MMF Finance & Human Resources Department,  
300-150 Henry Ave  
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Email to: [resumes@mmf.mb.ca](mailto:resumes@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)