



**MANITOBA METIS FEDERATION INC.**

**RESEARCH ASSISTANT (BOREAL-CLIMATE)**

**April 8, 2019**

**Posting #20-002-07**

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 Engagement and Consultation Unit seeks to fill one (1) full-time Research Assistant position within our MMF Interlake Regional Office located at Lot 28 St. Laurent Dr. in **St. Laurent, MB**. Remuneration is \$15.55-\$16.50 per hour. Reporting to the Engagement & Consultation Coordinator, the Research Assistant (Boreal-Climate) will work from the Regional Office in coordination with the Consultation team at Home Office and in tandem with the Climate Outreach Officer to facilitate much of the actions involved in the MMF Metis Youth Boreal Forest Stewardship and community based climate monitoring initiatives. Preference will be given to qualified Metis Youth (18-35 years of age).

**Job Duties/Competencies:**

- Research into Region's boreal forest area, including historical and contemporary information on traditional use, climate impacts, and local industry;
- Assist with the development of a climate action plan for the protection of the Region's boreal forests;
- Development of a report on findings;
- Collaborative development of a website to share information and findings;
- Presentation of report during Regional meetings; and,
- Development and undertaking of Community outreach activities to spread awareness, share findings, and work towards an eco-tourism model.

**Skills and Qualifications:**

- High School Diploma. Post-secondary education is an asset;
- Previous experience working in an office, preferably with a non-profit Indigenous organization;
- Previous experience in community outreach and event organization activities;
- Previous experience in data research, analysis, and presentation, including report writing;
- Previous knowledge of historical and current Environmental and Indigenous issues;
- Experience with Microsoft Word and Excel;
- Excellent oral and written communication skills;
- Ability to work independently or with a team;
- Ability to relate positively with a wide variety of clients and the general public;
- Knowledge of Metis culture and MMF programs and services is a definite asset;
- Valid Manitoba Driver's license and 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. 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 and resume 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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