



MANITOBA METIS FEDERATION INC.

POLICY ANALYST

March 14, 2019

Posting #19-004-13

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 Policy Analyst position within our Housing Department located at 150 Henry Ave in Winnipeg, MB.

Job Duties/Competencies:

- Research and develop policies, option papers, reports, proposals, briefing notes, and position papers;
- Provide recommendations based on extensive research and analysis on a broad range of social and political issues and present information and data for review;
- Engage in ongoing research and planning on an inter-departmental and cross-sectional basis to help advance Metis-specific objectives;
- Design and evaluate various components for programs and services provided within the Housing Department;
- Develop analytical framework, benchmarks, metrics and logic schemes;
- Prepare budgets, cost-analysis and comparative financial information;
- Prepare documents relating to funding within time requirements;
- Perform a range of administrative tasks with respect to research and writing for the Housing Department.

Skills and Qualifications:

- Bachelor's degree in Business Administration, Economics, Political Science, or other Social Sciences. Master's degree in relevant discipline is preferred. A combination of education and experience may be considered;
- Minimum of three to five years' experience working in policy, program development, or relatable experience;
- Extensive experience in preparing policies, recommendations and option papers from research and analysis;
- Experience implementing strategies for major projects, developing cost-analysis and projections;
- Well-developed ability to conceptualize, research, organize and implement specific projects;
- Strong interpersonal, organizational, communication and presentation skills;
- Proficient in all Microsoft Office programs;
- 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 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 and resume by Friday, March 29, 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
Winnipeg, Manitoba R3B 0J7
Email to: resumes@mmf.mb.ca
Fax to (204) 947-1816

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