



MANITOBA METIS FEDERATION INC.

**POLICY ANALYST
MAY 29, 2020
Posting #20-001-14**

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 **full time Policy Analyst** position within our **Early Learning and Child Care Department** located at 150 Henry Ave in **Winnipeg, MB**. The Policy Analyst is responsible for researching opportunities and potential prospects that will increase the control and participation of the Metis people over the issues, programs and decisions that affect their lives and to develop the capacity of Metis people to identify their own interest and solutions for building health and sustainable communities.

Job Duties/Competencies:

- Undertake research and analysis of a broad range of social and political issues in order to assist in identifying their implications as they relate to the negotiation process;
- Collect and review data through interviews and other data collection procedures;
- Research comparable policy and/or program data from other jurisdictions;
- Provide policy advice and analysis;
- Prepare quarterly reports for presentation to the federal and provincial governments;
- Assist with negotiations and attend inter-jurisdictional meetings and technical working groups;
- Prepare proposals based on extensive research and analysis;
- Work with communications specialists to prepare and implement a strategy communications plan;
- Develop and maintain contacts with officials, leaders and the business community concerning the strategy.

Skills and Qualifications:

- Bachelor's degree in Business Administration, Economics, Political Science, or other Social Sciences;
- Degree in Childhood Development or Certificate in Early Childhood Education is an asset;
- Two years' experience working in the public sector, preparing reports and budgets;
- Experience implementing strategies for major projects, developing cost analysis and projections;
- Experience conducting research and developing presentations;
- Knowledge of broad range of social policy issues;
- Knowledge of the Manitoba Early Learning and Child Care Community Child Care Standards Act and ELCC policy across Canada an asset;
- Strong organizational, interpersonal and time management skills;
- 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 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. Access to an on-site fitness facility as well as an in-house restaurant is available.

Please submit your resume and cover letter, referencing the job posting number by June 14, 2020.

Preference will be given to qualified Metis 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.