



MANITOBA METIS FEDERATION INC.

RESEARCH ASSISTANT

June 2, 2020

Posting #20-002-14

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 Research Assistant** position within our **Early Learning and Child Care Department** located at 150 Henry Ave in **Winnipeg, MB**. Reporting to the Director of Early Learning and Child Care, the Research Assistant will be required to administer the conduct of research and analysis on a range of Early Learning and Child Care issues.

Job Duties/Competencies:

- In collaboration with the Director and Early Learning and Child Care Department, draft discussion group questions and collect quantitative and qualitative data on the activities;
- Prepare quantitative data for analysis;
- Develop a data storage spreadsheet and method for efficient data retrieval;
- Manage the presentation of research and analysis of a broad range of early learning and child care issues in order to assist in identifying their implications as they relate to the negotiation process and implementation;
- Draft articles, reports and presentations regarding research findings;
- Collect, compile and present comprehensive reports for research conducted and suggested policy;
- Participate in the design, development, analysis and evaluation of various components of early learning and childcare issues, including the identification of issues and the development of options for action and recommend appropriate courses of action.

Skills and Qualifications:

- Degree in Child Development, Psychology, Social Services, or relevant field;
- Two years' experience with quantitative/qualitative and community-based research methods;
- Two years' experience in project management;
- Experience in report writing and proposal development;
- 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 Tuesday, June 16, 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.