



## MANITOBA MÉTIS FEDERATION

### POLICY WRITER & RESEARCHER

August 19, 2022

Posting #22-04-003

The Manitoba Métis Federation (MMF) is the democratic Government of the Red River Métis - also known as the Manitoba Métis. The Red River Métis are Canada's Negotiating Partners in Confederation and the Founders of the Province of Manitoba.

The MMF seeks to fill **one full-time Policy Writer & Researcher** position within our **Central Registry Office Department** located at 150 Henry Ave in **Winnipeg, MB**. Reporting to the Senior Director of the Central Registry Office, the Policy Writer & Researcher is responsible for researching and analyzing information on a broad range of Métis Citizenship issues and develop policies that will increase the control and participation of the Métis people over these issues.

#### **Job Duties/Competencies:**

- Conduct research, analyze existing government policy and programs;
- Provide recommendations based on research and analysis on a broad range of Métis Citizenship issues;
- Develop an analytical framework, benchmarks, metrics, and logic schemes consistent with MMF policy;
- Engage in ongoing research and strategic planning with other departments to help advance Métis Citizenship objectives;
- Collect and review data through interviews and other data collection procedures;
- Prepare and present reports, positions papers and submissions for review;
- Provide cost-analysis and comparative financial information on policy and program services.

#### **Skills and Qualifications:**

- Master's degree in relevant discipline or a bachelor's degree with multiple years of experience in policy and program development;
- 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 government administration, knowledge of government Ministers and portfolios;
- Strong organizational, interpersonal and time management skills;
- Experience working for a not-for-profit organization and Indigenous community is an asset;
- Knowledge of Métis 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 Monday, September 5, 2022.**

The MMF requires a satisfactory criminal record check prior to commencement of employment. The MMF will accept existing criminal record checks if dated within 3 months of your start date. Obtaining this document is not a guarantee of employment.

**Preference will be given to qualified Métis 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](mailto:jobs@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).