



Research Assistant

Description

MANITOBA MÉTIS FEDERATION

RESEARCH ASSISTANT

December 17, 2024

Posting #24-12-015

The Manitoba Métis Federation (MMF) is the democratically elected National Government of the Red River Métis, also known as the Manitoba Métis. The Red River Métis are a distinct Indigenous Nation and People, and 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 **Health & Wellness Department** located at 200 Main Street in **Winnipeg, MB**. The Research Assistant will be required to lead the design, development, analysis, and evaluation of various components of health and wellness issues.

Duties

Job Duties/Competencies:

- Organize and facilitate meetings with stakeholders, advisory groups as per various project protocols;

Closing Date

January 2, 2025

Categories

Education, Law and Social, Community and Government Services

Employer

Manitoba Metis Federation

Location

Downtown

Address

200 Main Street
Winnipeg, R3C 18A

Job Type

Full-time

Education Level

College

- In collaboration with staff and external stakeholders arrange focus groups/interview for data collection;
- Collect, compile and present comprehensive reports for research conducted
- Participate in the design, development, analysis and evaluation of various components of health and wellness issues;
- Assist in research participant recruitment;
- Maintain accurate records of interviews, safeguarding the confidentiality of subjects, as necessary;
- Collect and review data through the surveys, interview process and other data collection procedures;
- Report on current issues and priorities important to the MMF through review of materials and development of supporting documentation.

Qualification

Skills and Qualifications:

- Degree in Health or Social Science, Social Services, or relevant field;
- Experience with quantitative/qualitative and community-based research methods;
- Experience in project management;
- Experience in health research project coordination;
- Proficient in Microsoft Office: Word, Excel, Outlook, and PowerPoint;
- 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 Red River 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.