



MANITOBA MÉTIS FEDERATION

CLINICAL SERVICES PROJECT COORDINATOR

June 17, 2024

Posting #24-12-009

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 one-year term Clinical Services Project Coordinator** position within our **Health and Wellness Department** located at 150 Henry Ave in **Winnipeg, MB**. The Project Coordinator will be required to review data collected by the sector on a range of health and wellness issues to assist in the guidance of new and ongoing projects, assist in the completion of funding reports, prepare proposals for funding, and assist in the preparation of educational material for Red River Métis Citizens.

Job Duties/Competencies:

- Coordinate projects, including data collection and compilation;
- Assist in development of planning options for policy implementation;
- Participate in the design, development, analysis, and evaluation of various components of health issues;
- Attend working groups with community members on specific health issues when assigned;
- Draft articles, reports, and presentations regarding educational events;
- Manage the presentation of research and analysis of a broad range of health and wellness issues in order to assist in identifying their implications;
- Assist in presentations at various events;
- Assist in developing communication strategies for the department, including appropriate media and other methods while collaborating with the manager and assistant manager.

Skills and Qualifications:

- Degree in Health or Social Science, Social Services, or relevant field (i.e., clinical, statistics, etc.);
- 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 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 is essential.

Please submit your resume and cover letter, referencing the job posting number by Monday, July 1, 2024.

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 Red River 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
Fax to (204) 947-1816

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