

# Job posting for Project and Research Facilitator

**Posting: Project and Research Facilitator Location: Winnipeg, MB** - Hybrid, some office time required.

**Start Date:** June 1st 2026 - March 31 2027 (with the possibility of an extension)

**Hours:** 22.5 hrs/week

**Hourly Rate:** \$30.304/hr

*The Manitoba Harm Reduction Network (MHRN) and all of our sites are located on Indigenous land. Specifically, we are located on Anishinaabe, Ininew, Oji-Cree, Dene, Dakota land and are also in the homeland of the Metis Nation. Our central office is in Treaty 1 and we have been invited to work in Treaty 1, 2, 3, 4, and 5 territories. The MHRN recognizes the importance of decolonizing our services in the spirit of reconciliation ensuring the TRC Calls to Action are applicable within our core operational activities.*

The MHRN is a provincial network working towards ensuring harm reduction is universally practiced, by individuals, organizations and systems, to address STBBI and substance use. The mandate of the MHRN is to coordinate efforts and support harm reduction within and across jurisdictions. MHRN strives to provide services in a way that is kind and respectful, while reflecting the passion people have for their communities.

We are an equal opportunity employer and encourage applications from Indigenous people, LGBT2SQ\*, people of colour, people with disabilities and people who use drugs.

## Job Summary

Reporting to the Project and Research Manager (Veda Koncan) the Project and Research Facilitator provides administrative and research support to MHRN project department. This work will include administrative tasks, system development, developing policies and procedures, research and writing. The candidate should be **highly organized** and able to track and complete tasks reliably. The Project and Research Facilitator will participate in, and support the MHRN in research related activities. The Project and Research Facilitator will also support the larger work of the MHRN.

## Education (minimum requirements)

- High School Diploma or GED equivalent
- Secondary preferred, or demonstrated research experience

## Job Description

### Physical/ mental demands and work environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to read computer screens and printed documents.
- Ability to communicate well with employees and clients.
- Interact with employees, various management levels and the public at large.

- Ability to lift up to 25 lbs.
- Repetitive work.
- Overtime may be required.
- Some occasional travel required.
- Environment may be noisy
- May be exposed to persons suffering medical emergencies, including but not limited to drug poisonings or drug overdoses

The job is located at the MHRN site in Winnipeg, at the head office on Sherbrook st. It is a hybrid position requiring in-person and at home work, it will also require work within the community and some travel. The job requires the incumbent to be sitting at a computer desk as well as mobility to set up and take down for meetings and other activities.

Regular working hours fall between 8:00 am - 6:00pm, Monday through Friday. Occasional evening and weekend shifts may be required. Some travel is required. A valid Class 5 driver's license is required.

## **Duties & Responsibilities**

Using a harm reduction, trauma informed, anti-racist, and culturally grounded approach, the Employee agrees to provide services to the Employer aligned with their skill set, as per job description.

- Project Administration:
  - Supporting MHRN projects via administration
  - Drafting policies, procedures, reports, proposals, workplans, budgets
  - Participating in Project activities as required
  - Developing systems, tracking and tools for projects including technology and software implementation
  - Project based workplace health and safety
- Research:
  - Developing research guidelines
  - Developing research capacities at the MHRN
  - Supporting MHRN team in their research projects
  - Conducting research, both in development opportunities and traditional research
  - Ensuring MHRN research aligns with MHRN standards of practice
  - Sitting on various research committees
  - Developing policies and procedures regarding research
- General
  - Support activities of the MHRN
  - Other duties as assigned

## **Evaluation & Administration**

- Maintain program statistics, documentation, and participate in ongoing program evaluation and reporting.
- Participate as a collaborative and supportive team member.
- Participate in agency events and activities.
- Comply with agency policies and procedures, including but not limited to maintaining confidentiality of participants and business operations in accordance with MHRN procedures and policies.

## **Other duties**

- Responsible for Finance Management of program budgets and reporting requirements:
  - Responsible for following program budgets
  - Responsible for submitting all financial documents

- Responsible for managing and reconciling petty cash expenses
- Responsible for producing program reports
- Assist with the development and administration of evaluation tools according to workplans
- Responsible for ensuring that necessary materials & equipment for activities are in stock
- Identify, develop, and/or participate in appropriate networks and coalitions
- Responsible for day to day operations of the office
- Assist with event planning, including conferences
- Follow all policies and procedures of the Organization
- Other duties as delegated by Winnipeg Network Coordinator and managers

The Employee further agrees that position titles, job duties, responsibilities, and expectations can change to meet the needs of the Organization.

## **Authority & Accountabilities**

### **Reporting:**

This position reports to the Project & Research Manager.

### **Accountability**

Under this Agreement, in addition to the Job Description, the Employee is accountable for the following:

- The deliverables in the respective funding workplan
- Financial management of respective budget
- The evaluation requirements of the funding agreements
- Maintain positive working relationships with coworkers, community partners, network members, and peer advisory council members.

## **Qualifications/ Key Competencies**

- The position requires experience with:
  - Research
  - Project coordination
- Lived experience is an asset.
- Understanding of harm reduction practices, and the needs of People Who Use Drugs (PWUD).
- Knowledge of HIV, hepatitis C, and other STBBIs, gender and sexual diversities, sex work, and related issues an asset.
- Ability to manage conflict, mitigate/respond to stressful situations and engage traumatic stories.
- Ability to listen with care, treat people with respect and dignity, and respond to each individual with a non-judgmental approach.
- High ethical standards and professionalism with a demonstrated ability to maintain confidentiality and appropriate boundaries including FIPPA and PHIA.
- Ability to work independently, as well as a member of a team
- Significant computer skills necessary, including familiarity with Google Suite and experience implementing software and systems
- Current Non-Violent Crisis Intervention (NVC) or MANDT, Suicide Intervention (ASIST), and First Aid/CPR certifications an asset.
- Environment can be noisy at times.
- Effective written, verbal and non-verbal communication skills and networking abilities.
- Experience in the provision and maintenance of budgets and finance management.

## How To Apply

Please submit your resume and cover letter by email before 4pm on **May 6th, 2026** to [humanresources@mhrn.ca](mailto:humanresources@mhrn.ca) with **APPLICATION - Project and Research Facilitator** in the subject line.

**Applicants are to clearly demonstrate how they satisfy the qualifications above and work from a harm reduction approach in their cover letter.** Only those selected for interviews will be contacted.