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EMPLOYMENT OPPORTUNITY

Policy Analyst – Education

Vacant Position

The Chiefs of Ontario is inviting applications for the position of Policy Analyst: Education. The Analyst will be a key member of the Education Sector. Our ideal candidate will have strong research and writing skills, enjoy working as a team, and have the ability to lead complex projects.

LOCATION: Hybrid – Remote, 468 Queen Street East

DUTIES AND RESPONSIBILITIES:

- Work as a key member of a COO Education Sector and the First Nations Lifelong Learning Table.
- Conduct in-depth research, data collection, policy analysis, and environmental scanning of current and future legislation, policies and programs impacting First Nation learners along the lifelong learning continuum.
- Collaborate with and support the First Nations Lifelong Learning Table on priority areas aimed at improving outcomes for First Nations learners in the Ontario provincial school system.
- Review and analyze current and future K-12 Ontario curriculum.
- Develop curriculum and educational resources as needed.
- Develop and maintain partnerships with government ministries, First Nation communities and organizations to ensure effective communication flow and dialogue between all partners.
- Actively participate, lead and collaborate in working groups and task teams and provide policy/program recommendations.
- Develop and implement accurate reporting mechanisms that measure the efficacy of previous and current programs, strategies and initiatives and inform ongoing improvements.
- Develop and implement work plans to address priority files associated with the First Nations Lifelong Learning Table.
- Prepare communiques, memos, briefing notes, reports and literature reviews.
- Prepare and deliver various presentations and briefings.
- Attend and take notes at relevant meetings and gatherings.
- Assist in planning and successful execution of meetings, gatherings and engagement sessions.
- Consolidate information and develop appropriate written communications.
- Other duties as directed.

Candidates must be willing to work flexible hours during peak periods, such as

assembly seasons and out-of-town meetings. Travel will also be necessary.

QUALIFICATIONS:

- Bachelor of Education or relevant post-secondary education.
- Experience in the field of work to be undertaken.
- Knowledge of First Nation traditions, cultures, and values; understand the history and relationship between First Nations and the Crown.
- Experience with the First Nation and the Ontario Education Act, provincial education programming and policies.
- Experience in curriculum review and/or development.
- Excellent written, verbal, and listening communication skills.
- Ability to work independently and collaboratively to complete assigned tasks and projects.
- Proficient in data collection, interpretation, and analysis.

BENEFITS:

- Negotiable Remote Work Arrangement
- Two (2) Weeks Paid Time Off for December Holiday Break
- Two (2) Weeks of Paid Vacation per Year, Progressively Increasing After Years of Service
- Ten (10) Days of Sick Time per Year
- Five (5) Days of Personal Time per Year
- Employer Matched Pension
- 100% Employer Paid Group Insurance, Including Extended Health Coverage, Dental, Short-/Long-Term Disability, and Life Insurance

BASE SALARY: \$55,000 - \$75,000 per year, as determined by experience

DURATION: ASAP – March 31st, 2027 (Potential renewal contingent upon funding approval)

**Send a cover letter, resume, and two (2) references marked confidential to:
Ashley Nardella, Human Resources: opportunities@coo.org**

Applications will be accepted until the position is filled.
All Applicants must be eligible to work in Canada.
Only successful Candidates will be contacted.