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EMPLOYMENT OPPORTUNITY

Policy Analyst – Justice

Vacant Position

The Chiefs of Ontario is inviting applications for the position of Policy Analyst. This role will provide coordination and advocacy support to advance the mandates outlined in Chiefs of Ontario Resolutions 24/10A and 25/08A, which focus on Indian Residential Schools and associated institutions. The Policy Analyst will work closely with the Debwewin Enkiitmajig Working Group. Debwewin Enkiitmajig (DEB-way-win EN-keet-mah-jig), meaning “those working for or towards truth,” carries the sacred responsibility of supporting truth and reconciliation efforts. This position requires sensitivity, respect, and a deep understanding of the historical and cultural significance of the work. Applicants must have a minimum of three years of relevant experience and a demonstrated commitment to justice and Indigenous issues. As a valued member of the Justice team, the Policy Analyst will report directly to the Director of Justice at the Chiefs of Ontario.

LOCATION: Hybrid, Toronto ON with the opportunity of remote work.

DUTIES AND RESPONSIBILITIES:

- Developing and executing work-plans and strategies to fulfill the mandates in Chiefs of Ontario Resolution 24/10A: Support for the Continued Operation of the Office of the Independent Special Interlocutor on Missing Children and Unmarked Graves and Burial Site and the Implementation of Recommendations from the Final Report, and Chiefs of Ontario Resolution 25/08A: Prioritizing Adequate and Sustainable Resources and Supports For The Healing Journeys Of First Nations and Survivors Related to Indian Residential Schools and Associated Institutions;
- Coordinating the meetings and supporting the collaborative work of the Debwewin Enkiitmajig Working Group on Indian Residential Schools and Related Institutions;
- Obtaining funding to support work-plans and strategies, managing respective budgets, and ensuring timely reporting of activities and deliverables;
- Providing written reports, briefing notes, memorandum, and presentations to First Nations Leadership and First Nations Survivors, Chiefs and Councils, technicians, governments, and other stakeholders;
- Consulting with Elders, Survivors, Leadership, technicians, and Caretaker Communities on the creation and facilitation of the work;
- Developing and maintaining partnerships with government ministries, First Nations, and First Nations organizations to ensure effective dialogue and collaboration between partners;
- Maintaining an active knowledge of ongoing developments related to this work;
- Other duties as assigned by Chiefs of Ontario.

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:

- Relevant post-secondary education equivalent to an undergraduate or post-graduate degree.
- Five years of experience working with First Nations, Political Territorial Organization and/or Tribal Council on justice-related issues, or equivalent.
- Knowledge of First Nations culture, history, values and expectations.
- Knowledge of relevant provincial and federal legislation, policies, and programs.
- Strong analytical problem-solving skills required.
- Excellent research, writing, and presentation skills.
- Experience leading discussion groups and providing presentations to large forums.
- Excellent organizational & information management skills.
- Proficiency in Microsoft software.
- Self-directed, motivated and able to work independently.
- Adaptable and flexible to meet needs as they are determined.

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: \$65,000 - \$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.