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EMPLOYMENT OPPORTUNITY

Policy Analyst – Economic Development

New Position

The Chiefs of Ontario invites applications for the position of Policy Analyst, Economic Development. Reporting to the Director of Economic Development, the successful candidate will be an integral member of the Economic Development Sector, contributing to policy development, research, and strategic initiatives that support First Nations economic prosperity. The ideal candidate possesses exceptional research and writing skills, excels in a collaborative environment, and demonstrates the leadership, organization, and critical thinking required to manage complex projects and advance key priorities.

LOCATION: Remote – Hybrid, Toronto, ON

DUTIES AND RESPONSIBILITIES:

- Develop and implement work plans related to First Nation economic development priorities.
- Conduct in-depth research, data collection, and analysis of policies and programs relating to First Nations' economic development.
- Coordinate and actively participate in relevant collaborative working groups and committees, including the Chiefs Committee and Technical Committee on Economic Development and the Prosperity Table
- Support program development by assisting in planning, research, and co-ordination of projects and activities.
- Assist the Economic Development Sector with the interpretation of legislation, policies, and government programs related to economic development.
- Prepare position and research papers, briefing notes, presentations and policy documents on required matters.
- Participate in various meetings and events with representatives of First Nations, provincial, and federal governments, and other organizations.
- Develop and maintain partnerships with government ministries, First Nation communities, and organizations to ensure effective dialogue and collaboration between partners.

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, preferably in economics, finance, law or other related fields.
- 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 Hybrid 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: \$60,000 - \$75,000 per year, as determined by experience

DURATION: September 1, 2026 – March 31, 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.