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## **EMPLOYMENT OPPORTUNITY**

### **Senior Political Liaison – Office of the Ontario Regional Chief**

#### **New Position**

Reporting to the Chief Operating Officer, this position serves as the primary strategic liaison between the Office of the Ontario Regional Chief and the Chiefs of Ontario Secretariat, providing political, government relations, and strategic advisory support on Chiefs of Ontario priorities, First Nations issues, and advocacy initiatives. The role fosters strong relationships and effective communication between the Ontario Regional Chief, Secretariat Directors, and internal units, ensuring timely information sharing, coordinated advice, and alignment on emerging issues, sector priorities, and political objectives. Working collaboratively across the Government Relations, Communications, and Strategic Advocacy teams, the incumbent supports cross-sectoral initiatives and oversees external government relations and lobbying resources to ensure activities align with the direction of the Ontario Regional Chief, Leadership Council, and the Secretariat.

**LOCATION:** Hybrid, 468 Queen Street East, Toronto, ON

#### **DUTIES AND RESPONSIBILITIES:**

##### **Political and Strategic Advice:**

- Provide strategic advice to the Ontario Regional Chief on federal and provincial political developments relevant to First Nations in Ontario.
- Monitor significant political, legislative, policy, and government relations developments that may affect the priorities of the Ontario Regional Chief, Chiefs of Ontario, and First Nations in Ontario.
- Provide advice regarding engagement with federal and provincial Ministers, elected officials, senior government representatives, and other key decision-makers.
- Work collaboratively with the Government Relations Unit, Strategic Advocacy Unit, Communications Unit, and relevant Secretariat Directors to ensure political advice reflects current Chiefs of Ontario priorities and positions.
- Maintain an understanding of the broader federal and provincial political environments and identify developments that may create opportunities or implications for First Nations priorities.

##### **Ontario Regional Chief and Secretariat Liaison:**

- Serve as a key point of liaison between the Ontario Regional Chief's Office and Chiefs of Ontario Secretariat Directors.
- Support effective communication between Secretariat Directors and the Ontario Regional Chief to ensure relevant sector expertise and information are available to inform political advocacy and decision-making.

- Facilitate opportunities for Secretariat Directors and subject-matter experts to brief the Ontario Regional Chief on significant or emerging issues.
- Ensure that political considerations, developments, and relevant information from the Ontario Regional Chief's Office are communicated to appropriate Secretariat Directors where necessary to support their work.

#### **Political Meeting Preparation and Follow-Up:**

- Support the Ontario Regional Chief in preparing for high-level meetings with the prime minister, ministers, premier, senior government representatives, and other political decision-makers.
- Review briefing notes, speaking notes, and background materials prepared by Chiefs of Ontario staff and provide strategic political advice based on their contents.
- Ensure the Ontario Regional Chief is appropriately briefed on relevant sector priorities before participating in high-level political meetings.
- Participate in political meetings and briefings where appropriate and provide strategic support to the Ontario Regional Chief.
- Support post-meeting communication with relevant Secretariat Directors to ensure significant commitments, political developments, and follow-up matters are understood and appropriately communicated.

#### **External Government Relations and Lobby Firm Management:**

- Serve as the primary Chiefs of Ontario contact for the external government relations and lobby firm retained by the organization.
- Manage the ongoing work of the external lobby firm and provide strategic direction regarding government relations activities.
- Develop and maintain a clear work plan for the external lobby firm based on priorities established by the Leadership Council, Ontario Regional Chief, and Chiefs of Ontario Secretariat.
- Assign and prioritize work for the external lobby firm, in consultation with the Ontario Regional Chief and relevant Chiefs of Ontario Secretariat Directors, as appropriate.
- Monitor the external lobby firm's activities, deliverables, and progress against established priorities and work plans.
- Assess advice and political intelligence provided by the external lobby firm and communicate relevant information to the Ontario Regional Chief and appropriate Secretariat Directors.

#### **Government Relations and Political Engagement:**

- Develop and maintain professional working relationships with federal and provincial political offices, government relations representatives, and other relevant political contacts.
- Work collaboratively with the Government Relations Unit and Strategic Advocacy Unit to support Chiefs of Ontario engagement with federal and provincial governments.
- Identify opportunities for the Ontario Regional Chief to advance Chiefs of Ontario priorities through meetings, government engagement, and other strategic initiatives.

- Support coordinated political advocacy on matters affecting First Nations inherent, Treaty, and constitutional rights and the priorities established by First Nations Leadership.
- Provide advice on political developments that may affect Chiefs of Ontario advocacy strategies, government relations initiatives, or sector priorities.

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:**

- Undergraduate degree in political science, public administration, public policy, Indigenous studies, law, government relations, or a related area, or an equivalent combination of relevant education and significant professional experience.
- Minimum of five (5) years of progressively responsible experience in government relations, political advisory, First Nation-relations, or a related field.
- Significant experience providing strategic advice to senior political leaders, elected officials, First Nations leadership, or other senior decision-makers.
- Strong understanding of First Nations priorities, inherent rights, Treaty rights, constitutional rights, and the political relationship between First Nations and the Crown.
- Knowledge of the political and organizational landscape of First Nations in Ontario is considered a strong asset.
- Excellent written and oral communication skills and demonstrated ability to provide clear, concise, and strategic briefings.
- Strong organizational and time-management skills and the ability to manage multiple high-priority and time-sensitive issues.
- Willingness to travel for political meetings, Chiefs meetings, government engagements, and other work-related events.
- Flexible schedule, including the ability to work evenings and weekends where required to support political meetings and engagements.

### **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:** \$90,000 - \$105,000 per year, as determined by experience

**DURATION:** ASAP – June 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](mailto: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.