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EMPLOYMENT OPPORTUNITY

Policy Analyst & Coordinator – Social Services

New Position

Under the supervision of the Director of Social Services, the Policy Analyst & Coordinator is expected to coordinate a wide range of administrative and support tasks. The incumbent provides intermediate level expertise to the position, manages confidential and time sensitive information, and serves as a primary point of contact with management.

LOCATION: 468 Queen Street East, Toronto, ON

DUTIES AND RESPONSIBILITIES:

- Responsible for providing daily assistance in administrative duties by providing effective scheduling and meeting support.
- Full meeting preparation including agendas, preparation of approved meeting packages, travel, and hotel bookings.
- Communication on meetings and preparation including notetaking, recording and transcribing meeting minutes.
- Drafting and editing correspondence, reports and internal office communications.
- Maintenance of an electronic filing system.
- Manage and oversee individual small projects and tasks.
- Collaborate and share information in a dynamic team environment within the Chiefs of Ontario. Supporting the Ontario Final Agreement Implementation Manager on policy and implementation needs.
- Providing progress reports and presentations.
- Supporting the development of tools, frameworks, or guidelines, and communication products.
- Engaging with communities and other stakeholders to maintain relationships with First Nations leaders and external organizations.
- Responsible for general administrative duties as required.

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:

- Experience working with First Nations communities and/or organizations is essential.
- Some understanding of First Nations governance and political structures inclusive of regional, national organizations and how they interact with one another.
- Knowledge of Indigenous culture and values and rights in particular, the nations that reside within the boundaries of the province of Ontario.

- Awareness of various computer applications (MS Word, MS Excel, MS PowerPoint).
- Must be able to communicate clearly both written and orally.
- Good interpersonal skills. Ability to work independently and meet tight deadlines.

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: \$45,000 - \$60,000 per year, as determined by experience

DURATION: ASAP – March 31, 2028 (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.