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## **EMPLOYMENT OPPORTUNITY** **Policy Analyst – Social Services** **New Position**

The Policy Analyst is responsible for supporting the COO Social Services Sector in the policy analysis and research related to priority areas in Social as directed by the supervisor, including Child Welfare Reform, C-92, Jordan's Principle, and Social Assistance. Our ideal candidate will be a strategic thinker, have strong research and writing skills, enjoy working as a team, and have the ability to lead complex projects.

**LOCATION:** Remote – Hybrid, Toronto, ON

### **DUTIES AND RESPONSIBILITIES:**

- Work as a key member of the Social Services Sector and Social Services Coordinating Unit.
- Conduct in-depth research, data collection, policy analysis, and environmental scanning of current and future legislation, policies and programs impacting First Nation peoples and child welfare programming.
- Attend and actively participate in relevant government meetings and engagements, to advocate for First Nations rights, interests, and perspectives.
- Coordinate related First Nations feedback, strategy, and required meetings as needed.
- Execute strategic partnerships with government, First Nations, and organizations to ensure effective communication flow and dialogue between all partners.
- Actively participate and collaborate in working groups and task teams and provide verbal, written, and presentations for researched policy/program recommendations.
- Execute accurate reporting mechanisms that measure the efficacy of previous and current programs, strategies and initiatives, and inform ongoing improvements.
- Execute work plans to address priority files associated with the Social Services Sector.
- Attend and take notes at all relevant meetings and gatherings.
- Assist in planning the successful execution of meetings and gatherings.
- Consolidate information and develop appropriate written communications.
- Draft briefing notes, annual reports, policy documents, summaries, government submissions, note taking, and record of decisions as directed.
- Other duties as assigned by the COO Social Services Sector Director, including assisting in other project and policy areas.
- Other 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:**

- Post-Secondary Degree or Diploma in Social Work, Indigenous Studies, Public Policy, Political Science, or a related field with similar experience.
- Minimum 2 years' experience working with First Nation organizations or communities.
- Knowledge of First Nation traditions, cultures, values and rights - in particular, the nations that reside within the boundaries of the province of Ontario.
- Understanding of the history and relationship between First Nations and the Crown. Working knowledge of First Nations governance structures and processes.
- Experience and interest in working with First Nations social programs at the provincial and federal levels, as well as provincial and federal First Nations child welfare programs, frameworks, regulations, etc.
- Ability to work independently and meet tight deadlines. High organizational skills and time-management skills. High functioning computer skills.
- Excellent verbal and written communication skills. Strong analytical and problem-solving skills. Experience with data collection and analysis.
- Good interpersonal and social skills. Exceptional team player with a strong ability to contribute positively to a team environment.
- Ability to adapt to changing priorities and variety of tasks.

## **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:** 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](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.