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EMPLOYMENT OPPORTUNITY
Policy Analyst – Justice
New Position

The Chiefs of Ontario is seeking applications for the position of Policy Analyst within its Justice Sector. This role will support legislative and policy development by conducting research and analysis related to the areas of priority assigned to the Justice Sector. The Policy Analyst will provide evidence-based insights and recommendations that support decision-making, shape strategic direction, and advance the objectives of various Justice Sector mandates. Reporting directly to the Director of Justice, the Policy Analyst will play an important role in advancing the organization's advocacy efforts and supporting initiatives that promote and protect the rights, interests, and priorities of First Nations across Ontario.

LOCATION: Remote

DUTIES AND RESPONSIBILITIES:

- Participate and contribute in conferences, gatherings, meetings at the provincial and national levels.
- Support the First Nations Leadership as well as the Chiefs Committee on Justice by providing technical support.
- Conduct in-depth research, policy analysis, and environmental scanning of current and future legislation, policies, and programming impacting First Nations Peoples in Ontario.
- Keep abreast of federal and provincial policies that will impact First Nations in Ontario and prepare related methods of information sharing and advocacy strategy with First Nation Leadership.
- Assist in maintaining partnerships with government ministries, First Nations, and First Nations organizations to ensure effective communication flow and dialogue between all parties.
- Actively participate and collaborate in working groups and task teams and provide policy/ advocacy/strategy recommendations.
- Assist in the development and implementation of work plans to address priority files associated with the Justice Sector to support decision-making and strategic direction on various mandates.
- Assist in planning and successful execution of meetings and gatherings.
- Other duties may be assigned.

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 Indigenous studies, justice, policy, or criminology.
- Three years of experience working with First Nations, PTO 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 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 - $70,000 per year, as determined by experience

DURATION: January 2027 – 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.