

NORTHERN NISHNAWBE EDUCATION COUNCIL



EMPLOYMENT OPPORTUNITY

SENIOR POLICY ANALYST Sioux Lookout or Thunder Bay

The Senior Policy Analyst will work under the direction of the Executive Director, Director of Operations or designate. The Senior Policy Analyst will carry out research and policy analysis for NNEC's programs and services. The Senior Policy Analyst will support the development and implementation of NNEC goals, priorities, and funding requirements. The Senior Policy Analyst will provide reports, briefing notes, analysis, documents, proposals, reports and supervision of staff.

RESPONSIBILITIES:

- Establish and maintain a positive working relationship with the NNEC Executive Director, Director of Operations, Director of Education, Senior Management and the NNEC Board of Directors
- Establish positive and direct relationships with Tribal Council partners and NNEC member First Nations
- Assist the monitoring of and liaison with NNEC program Manager's, School Administration and NNEC Administration
- When directed oversee the development of proposals, preparation of reports, as well as written and financial reports being undertaken by NNEC
- Plan, implement, and evaluate specific activities to ensure proposal based and core funds are on track as per program and funding approvals
- Support the Executive Director, Director of Operations the Director of Education and NNEC Senior Management with the implementation of resolutions as mandated by the Chiefs of NNEC member communities and the NNEC Board of Directors
- Prepare regular progress reports for the Executive Director, Director of Operations, Director of Education, NNEC Senior Management and Board of Directors
- To provide support and advocacy for First Nation individuals, communities and families when requested
- Participate in and deliver presentations at meetings, conferences, workshops, and symposia as requested or approved by the Executive Director, Director of Operations or NNEC Board of Directors
- Develop communication materials, including letters, briefing notes, reports and financial analysis as requested by the Executive Director, Director of Operations or NNEC Board of Directors
- Organize and facilitate meetings, travel, accommodations or workshops as requested
- Assist with strategic planning and evaluating of goals and objectives for the organization's overall strategic vision and key initiatives
- Other related duties as assigned

QUALIFICATIONS:

- Bachelor's Degree or 5+ years related education, policy or communications
- Knowledge of First Nation education issues, challenges and delivery models
- Knowledge of Provincial and First Nations education issues, challenges and delivery models
- Experience working with First Nations communities
- Thorough knowledge of community resources available to First Nations

- Strength in developing strong connections at the community level
- Strong interpersonal skills with the ability to work effectively with others
- Ability to work both independently and in a team environment
- Strong communication skills with proficiency in developing written communications and the delivery of oral presentations
- Proven project management
- Willing to travel to First Nation communities, in small aircraft
- Excellent communication skills both verbal and written, fluency in a local First Nations dialect is an asset
- Must possess strong facilitation skills
- Must be willing to travel, and work flexible hours
- Ability to read and write a First Nations language is an asset
- A cooperative attitude and understanding of First Nation culture and traditions.

Salary: Salary level will commensurate with education and experience

NNEC thanks all applicants in advance however only those selected for an interview will be contacted. NNEC requires a Criminal Record Check and/or a Vulnerable Sector Check for all positions. This position is open until filled. Please submit your cover letter, resume and three references (with written permission for NNEC to contact them) to Human Resources, NNEC Head Office, fax (807) 582-3865 or by email to humanresources@nnec.on.ca