



UNION OF ONTARIO INDIANS

"To give a voice to the vision of the Anishinabek Nation and to preserve Anishinaabe Bimaadziwin while advancing our goal of Nationhood."

EMPLOYMENT OPPORTUNITY

Lands and Resources Policy Analyst

LOCATION: Anishinabek Nation Head Office, Nipissing First Nation **OR** Curve Lake First Nation Satellite Office **OR** Fort William First Nation Satellite Office **OR** Thunder Bay Satellite Office **OR** Garden River First Nation Satellite Office **OR** Sudbury Satellite Office

Full Time Position with Benefits

(after successfully completing 3 months of employment)

Salary Range: \$65,750 to \$74,516

Reporting to the Lands and Resources Manager, the **Policy Analyst** is responsible for analyzing a wide range of government-related policies for the Anishinabek Nation/Union of Ontario Indians, with a resource-related specific emphasis on mining, and critical minerals resource-related policy and regulation. The Policy Analyst is also responsible for monitoring issues of concern and opportunities to the Anishinabek Nation/Union of Ontario Indians and offering technical support and advocacy as required.

The Policy Analyst is also responsible for developing and maintaining a good working relationship with all government agencies, First Nation organizations, associations, and business associates of the Anishinabek Nation/Union of Ontario Indians and working within policy parameters and administrative guidelines.

QUALIFICATIONS:

- Post-secondary education in natural resource management, environmental studies, environment science, or related field, additional education or certification using GIS is an asset;
- Minimum two years' field related experience;
- Proven experience in community engagement;
- Proven experience in writing briefings, reports, conducting research, and presentations;
- Demonstrated proficiency in Microsoft Office (Outlook, Word, Excel, PowerPoint, and relevant computer systems, programs and software) and able to learn new technologies and tools; and
- Valid Ontario driver's license and be insurable.

REQUIRED SKILLS:

- Excellent communication skills (verbal and written);
- Strong organizational and multitasking abilities;
- Attention to detail and accuracy in work;
- Ability to work independently and as part of a team;
- Ability to prioritize tasks and manage time effectively;
- Familiarity with office equipment;

- Excellent interpersonal, leadership and problem-solving skills;
- Must be able to travel;
- Exhibit professional attitudes and behavior; and
- Ability to understand and speak Anishinaabemowin or willingness to learn.

RESPONSIBILITIES:

- Develop, implement, maintain, and support a policy analysis component to the Lands and Resources department, which meets the mandate of the Anishinabek Nation;
- Provide policy analysis and support for the Lands and Resources Department's various committees;
- Coordinate various meetings that support policy development and provide technical expertise;
- Coordinate community outreach for the benefit of Anishinabek First Nations;
- Acting as a liaison with Anishinabek First Nations and governmental agencies on policy issues;
- Ongoing monitoring and assessment of relevant government policy to provide recommendations to the Lands and Resources Director;
- Act as a liaison with Anishinabek Nation member First Nations for projects where necessary;
- Conducting research, preparing background reports, technical summaries, briefing notes and other related documents;
- Communicating orally with Anishinabek First Nations, Chief and Council, or the public in a one-to-one setting;
- Attending in-person meetings (assemblies, conferences, etc.) and providing real-time support to the Director and Leadership;
- Working cooperatively with Anishinabek First Nation leadership, employees, consultants, and governmental agencies; and
- Performing other duties as assigned.

APPLICATIONS MUST INCLUDE THE FOLLOWING:

- Cover Letter;
- Resume;
- Three employment references;
- Identify whether the applicant has been previously employed by the Union of Ontario Indians. Note that the organization will conduct a reference check with the previous employee's immediate supervisor;
- Identify whether the applicant is a member of one of the 39 Anishinabek First Nations; and
- The Anishinabek Nation welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the hiring process.

Applications must be received no later than 4:30pm on Friday, March 28, 2025.

Applications are to be submitted to:

Human Resources Department

Fax: (705) 497-9135 | Email: human.resources@anishinabek.ca

For inquiries regarding this position, please contact:

Jason Laronde, Director of Lands and Resources

Email: jason.laronde@anishinabek.ca

Miigwech to all applicants for their interest, however, only those who qualify for an interview will be contacted.