



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

Policy Analyst – Social Development

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

1 Year Contract with the Possibility of Extension and Benefits
(after successfully completing 3 months of employment)

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

The Policy Analyst is responsible for conducting research, analyzing policies, providing recommendations, and advocating for the enhancement of the well-being of Indigenous children, youth, and families. In addition to collaborating with Anishinabek First Nations, organizations, and government agencies to ensure that policies are culturally relevant, effective, and promote the rights and needs of Anishinaabe children, youth, and families.

This position reports to the Director of Social Development and Koganaawsawin, and is responsible for cultivating strong relationships with the 39 member Nations of the Anishinabek Nation, including frequent travel to communities.

QUALIFICATIONS:

- Minimum three years' of experience working in a policy analyst position or related/comparable role;
- A post-secondary degree/diploma/certificate in Social Work and/or Social field;
- Demonstrated experience in Indigenous policymaking;
- Proven experience in community engagement;
- 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;
- Exhibit professional attitudes and behaviour; and
- Ability to understand and speak Anishinaabemowin or willingness to learn.

RESPONSIBILITIES:

- Supporting the policy analysis component of the Social Development Department;
- Conducting comprehensive analysis of existing policies, programs, and legislation affecting Anishinaabe children, youth, and families at First Nation, provincial, and federal levels;
- Developing policy recommendations;
- Maintaining current knowledge and information on developing trends, best practices, and relevant programs across First Nation communities relating to Social Development, and child, youth, and family well-being;
- Gathering and analyzing qualitative and quantitative data related to child, youth, and family well-being;
- Travelling to liaise and collaborate with Anishinabek First Nations to identify key issues, challenges, and opportunities related to child, youth, and family well-being;
- Advocating for policies and practices that prioritize the cultural, social, and emotional well-being of Anishinaabe children, youth, and families;
- Attending and participating in various provincial and federal technical tables;
- Preparing clear and concise reports, policy briefings, and presentations;
- Contributing to the development of educational materials and resources;
- Attending in-person meetings (assemblies, conferences, etc.) and providing real-time support to the Director and Leadership;
- Implementing the Anishinabek Nation's strategic plan for Social Development, and child, youth, and family well-being in coordination with the department's director, managers, and coordinators; and
- Performing other relevant 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 21, 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:

Stan Cloud, Director of Social Development and Koganaawsawin

Email: stan.cloud@anishinabek.ca

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