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**Political Office**  
236 Frontenac Street  
Batchewana First Nation,  
Ontario P6A 6Z1  
705-254-1477

## **EMPLOYMENT OPPORTUNITY**

### **RESEARCH UNIT POLICY ANALYST**

The Chiefs of Ontario is inviting applications for the position of Research Unit Policy Analyst. The Policy Analyst is responsible for researching and analyzing information and data. Developing and delivering policy initiatives. Coordinating the input, planning, and development of various policy and legislative projects that meet the mandate put forth by First Nations leadership.

**LOCATION:** Toronto, Ontario.

#### **DUTIES AND RESPONSIBILITIES:**

- Undertakes research and analysis on specific heritage and burial sites matters relating to First Nation, provincial, and federal governments, as directed by the Senior Research Advisor.
- Conducts thorough reviews and analysis of existing research and legislation on First Nation issues, their relationship to treaties and other agreements with the First Nation, provincial, and federal governments, as applicable.
- Maintains current knowledge and information on relevant developing trends and significant precedents of First Nation expectations, positions, and Resolutions of the Chiefs-in-Assembly.
- Prepares position and research papers, briefing notes, and policy documents on required matters.
- Establishes both formal and informal networks and relationships with First Nation communities and with provincial and federal agencies.
- Attends subject matter workshops, presentations and meetings.
- Participates in various meetings and functions with representatives of First Nation, provincial, and federal governments and other organizations and may represent the Chiefs of Ontario independently or as part of a team.
- Provides both verbal and written reports on meetings and functions to the Senior Research Advisor and the Management Team for review and approval.
- Prepares meeting documentation and other correspondence on behalf of the Chiefs of Ontario.
- Provides support to political and technical committees and working groups and participates in keeping the members up to date on information and developments on related matters.
- Provides information to First Nation communities through various mediums, including preparing information for the Chiefs of Ontario website.

#### **RELEVANT SKILLS:**

- Bachelor's degree from a post secondary institution, preferably in the study of History or Political Science.
- Knowledge of relevant provincial and federal legislation, policies, and programs.

- Knowledge of First Nation cultures, histories, values, and expectations.
- Excellent research and writing skills.
- Proficiency in Microsoft software, research databases, and online collaborative technologies.
- Self-motivated and able to work independently and as a member of a team.
- Able and willing to travel periodically.

**DURATION:** September 15<sup>th</sup> 2017 – March 31<sup>st</sup>, 2018

**APPLICATION DEADLINE:** August 16th, 2017, 5:00 pm EST (Application must be received by this date & time)

**Send letter of application, resume and include 2 references marked confidential to:**

Nathan Wright, Chief Operating Officer  
Chiefs of Ontario  
468 Queen Street East, Suite 400  
Toronto, ON M5A 1T7  
Email: [opportunities@coo.org](mailto:opportunities@coo.org)