

## **EMPLOYMENT OPPORTUNITY**

### **EDUCATION POLICY AND RESEARCH ANALYST**

The Chiefs of Ontario is inviting applications for the position of Education Policy and Research Analyst. Under the supervision of the COO Education Director, the Education Policy and Research Analyst is expected to assist in the planning and coordination of initiatives and activities aimed at improving the education environment for First Nation learners in Ontario.

The successful candidate will bring their advanced analytical, research, project management and relationship management skills to deliver on priority work plan activities in support of a joint partnership between COO, the Ministry of Education and the Ministry of Training, Colleges and Universities.

**LOCATION:** Toronto, Ontario

**DUTIES AND RESPONSIBILITIES:**

- Conduct in-depth research, data collection, policy analysis, and environmental scanning of current and future legislation, policies and programs impacting First Nation learners from early years through to postsecondary education and training.
- Develop and maintain partnerships with government ministries, First Nation communities and organizations to ensure effective communication flow and dialogue between all partners.
- Actively participate and collaborate in working groups and task teams and provide policy / program advice and recommendations.
- Contribute to ongoing strategic planning, budgeting and program support to ensure the successful development and implementation of projects and programs related to improving the achievement and well-being of First Nation children and students from early years through-to postsecondary education and training.
- Develop and implement accurate reporting mechanisms that measure the efficacy of previous and current programs, strategies and initiatives and inform ongoing improvements.
- Assist the Education Director as required;
- Travel will be required;

**RELEVANT SKILLS:**

- Knowledge of First Nation traditions, cultures, and values; understand the history and relationship between First Nations and the Crown.
- Knowledge of Indian Act, Federal and Provincial Laws and policies relating to First Nation education.
- Political acumen for working with First Nation, provincial and federal governments.
- Policy and Program analysis and evaluation skills to assess and provide recommendations on new /revised policies, legislation and programs aimed at improving the education environment of First Nation children and learners.
- Project management and coordination skills.
- Research and statistical analysis skills to conduct environmental scans, trends data analyses, data management, and quantitative and qualitative research.
- Comprehensive knowledge of historical impacts, current / emerging trends, issues and data related to First Nations in Ontario from early years through to postsecondary education and training.
- Advanced written and oral communication skills to lead and participate in engagement, draft meeting summaries, reports and briefing materials, and actively participate in task teams, working groups and other joint policy and program initiatives.
- Strong communication and liaison skills to solicit and exchange information and build partnerships across the First Nation early years, education and postsecondary education and training sectors.
- Conflict resolution and facilitation skills to identify emerging issues and contribute to the development of effective solutions.
- Computer applications skills (word processing, spreadsheet, project scheduling, and internet) to research and prepare documents as required.

**DURATION:** June 19, 2017 – March 31, 2018

**APPLICATION DEADLINE:** May 31, 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 St. E, Suite 400,  
Toronto M5A 1T7  
Email: [opportunities@coo.org](mailto:opportunities@coo.org)