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Political Office
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Batchewana First Nation,
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EMPLOYMENT OPPORTUNITY

Research and Policy Analyst

Chiefs of Ontario are now accepting applicants for the Policy and Research Analyst position in the Economic and Sustainable Community Development Sector. The successful applicant will provide policy analysis, data collection and research related to the areas of priority assigned to the strategic unit i.e. wealth creation, housing and infrastructure, community development, energy, etc.

LOCATION: Toronto, Ontario (with the potential option to work from a home office)

DUTIES AND RESPONSIBILITIES:

- Conduct in-depth research, data collection, policy analysis, and environmental scanning of current and future legislation, policies and programming impacting Indigenous Peoples in Ontario.
- Keep abreast of Federal and Provincial policies that will impact First Nations in Ontario. Prepare a method of information sharing with First Nation leadership.
- Assist in maintaining partnerships with government ministries, First Nation communities and organizations to ensure effective communication flow and dialogue between all parties.
- Actively participate and collaborate in working groups and task teams and provide policy/ program recommendations.
- Assist in the development and implementation of work plans to address priority files associated with the Economic and Sustainable Community Development Unit.
- Assist in planning and successful execution of meetings and gatherings.
- Interacting and supporting relevant Chiefs Committees.

RELEVANT SKILLS:

- Relevant post secondary education.
- Knowledge of First Nation traditions cultures and values; understand the history and relationship between First Nations and the Crown.
- Excellent communication skills, including written and verbal.
- Capacity to work effectively independently and as a member of a team to complete assigned tasks and projects.
- Experience with data collection and analysis.

DURATION: December 1st, 2017 to March 31st, 2019

APPLICATION DEADLINE: November 22nd 2017 (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

