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Political Office
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EMPLOYMENT OPPORTUNITY: Senior Policy Analyst

The Chiefs of Ontario is inviting applications for the position of Senior Policy Analyst. This Senior Analyst will be a key member of the Policy and Communications Department while providing support to the Environment Unit with communications of environmental issues specific to the freshwater ecosystems and Great Lakes Water Quality Agreements.

LOCATION: Toronto, Ontario

DUTIES AND RESPONSIBILITIES:

- Provide policy and communications support to the Policy and Communications Department.
- Support the Environment Department in compiling policy, program, scientific and traditional knowledge specific to a variety of environmental, freshwater ecosystems and Great Lake topics and issues.
- Attend meetings and contribute to discussions specific to the regional First Nations' context to environmental, freshwater ecosystems and Great Lakes issues.
- Identify effective methods of communication and approaches based on specific targeted audiences.
- Draft accurate, detailed and concise news releases, briefing notes, communiqués and other documentation related to communications outreach.
- Undertake research and analysis of issues relevant to First Nations communities.
- Develop and maintain partnerships with government ministries, First Nation communities and organizations to ensure effective communication flow and dialogue between all partners.
- Develop and implement work plans to address priority files as assigned.
- Compile news and information through networking, attending conferences, webinars and information exchange events.
- Promote the awareness of inclusions, engagement, consultation and accommodation with First Nations, PTOs and Tribal Councils in government policy development and decision-making initiatives.
- Assist in the planning and successful execution of meetings and gatherings.
- Travel will be required (once pandemic restrictions are lifted).

RELEVANT SKILLS:

- Relevant post-secondary education equivalent to an undergraduate or post-graduate degree.
- Five years of experience working on First Nations, PTO and/or Tribal Council on environmental-based issues.
- Knowledge of First Nations culture, history, values and expectations.
- Knowledge of relevant provincial and federal legislation, policies, and programs.

- Strong analytical problem-solving skills required.
- Excellent research and writing skills.
- Excellent organizational & information management skills.
- Proficiency in Microsoft software.
- Self-directed, motivated and able to work independently.
- Adaptable and flexible to meet needs as they are determined.

DURATION: October 19th 2020 - March 31st 2021 (With the potential for extension based on funding)

APPLICATION DEADLINE: October 2nd at 5:00 pm (Application must be received by this date & time)

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

Ashley Nardella, Human Resources

Email: opportunities@coo.org