



## **ANISHINABEK NATION**

*"To give a voice to the vision of the Anishinabek Nation and to preserve Anishinaabe Bimaadziwin while advancing our goal of Nationhood."*

### **EMPLOYMENT OPPORTUNITY Communications Policy Analyst**

**(Political Office)**

*(Due to the current pandemic, Anishinabek Nation employees are currently working remotely)*

Contract Position with Benefits  
(November 2021- June 2024)  
(Benefits after successfully completing 3 months of employment)

Reporting to the Director of Policy, the Communications Policy Analyst is responsible for providing analysis on a wide range of government related policy for the Anishinabek Nation, for monitoring issues of concern to the Anishinabek Nation, and offering technical support and advocacy as required.

The Policy Analyst is also responsible for developing and maintaining good working relationships with all governments, agencies, First Nations, associations and associates of the Anishinabek Nation and working within policy parameters and administrative guidelines.

#### **QUALIFICATIONS:**

- Post-secondary degree or diploma in business administration, communications, or related field or a minimum of 5 years of relevant experience working with First Nation in business or communications;
- General knowledge of the Anishinabek Nation and member Anishinabek First Nation issues, including political aspirations/priorities, mandates, programs, current affairs;
- Exceptional knowledge of communications within First Nations, Nation events, and First Nation Political issues;
- Experience and proficiency in working with a variety of technology and computer applications, including Zoom, Microsoft Teams, and Microsoft Office;
- Highly motivated with the ability to work under minimal supervision and able to meet demanding deadlines;
- Demonstrated experience in working with First Nation committees, working groups, Chiefs and Councils and external governments (federal and provincial) will be considered an asset;
- Have a valid Ontario driver's license;
- Must be willing to work irregular hours, when required;
- Knowledge of, or willingness to learn, Anishinaabemowin is required.

#### **REQUIRED SKILLS:**

- Excellent oral and written communication skills;
- Good analytical and problem solving skills;
- Exhibit professional attitudes and behavior;

- Excellent interpersonal and collaboration skills;
- Experience preparing briefing notes, reports, memorandums, and policies;
- Excellent computer skills (Microsoft Word, Excel, Outlook, Adobe Acrobat);
- Ability to understand and speak Anishinaabemowin or willingness to learn is an asset; and
- Understanding of Anishinabek culture is an asset.

### **RESPONSIBILITIES:**

- Supporting the policy analysis component to the Political Office, which meets the mandate of the Anishinabek Nation;
- Acting as liaison with Anishinabek First Nations and government agencies on policy and projects;
- Developing recommendations through the monitoring and assessment of relevant government policy;
- Supporting the implementation of agreements/processes reached between the Anishinabek Nation and the governments of Canada and Ontario;
- Supporting internal liaison within the organization on policy issues and process;
- Conducting research, writing reports, and making oral presentations;
- Communicating with Anishinabek First Nations, Chief and Council, government or public;
- Working cooperatively with Anishinabek First Nation leadership organizations/committees, employees, consultants and governmental agencies;
- Working closely and effectively with the Director of Policy, Political Office to keep them well informed of upcoming commitments and responsibilities, including key decisions, following up appropriately; and
- Performing other duties as assigned.

### **APPLICATIONS MUST INCLUDE THE FOLLOWING:**

- Cover Letter;
- Resume;
- Three employment references;
- Identify whether the applicant has been previously employed by the Anishinabek Nation (formerly Union of Ontario Indians);
- Identify whether the applicant is a member of one of the 39 Anishinabek First Nations. Preference will be given to applicants who are 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 Tuesday, November 16, 2021**

**Applications are to be submitted to:**

Glenda St. Amour  
 Director of Corporate Services  
 By Fax: (705) 497-9135 | By Email: [glenda.st-amour@anishinabek.ca](mailto:glenda.st-amour@anishinabek.ca)

For inquiries regarding this position, please contact:

Nikki van Oirschot, Political Office Policy Director by Email at: [nikki.van.oirschot@anishinabek.ca](mailto:nikki.van.oirschot@anishinabek.ca)

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