



GICHI OZHIBI'IGE OGAAMIC
ADMINISTRATIVE OFFICE

EMPLOYMENT OPPORTUNITY

Position: Social Policy Analyst
Salary: Negotiable
Location: Grand Council Treaty #3 Administration Office, Kenora ON
Closing Date: Open until filled



Under the supervision of the Executive Director, the **Social Policy Analyst** will work at Grand Council Treaty#3 to undertake program evaluation, research and surveillance activities to better meet the needs of the citizens of the Anishinaabe Nation in Treaty#3 in relevant social services and social justice fields.

Duties and Responsibilities:

- Prepare proposals, annual work plan and monthly status reports.
- Respond to internal and external requests for information, including presentations.
- Work as part of a team both within the organization and with external funders and partners.
- Monitor and analyse federal and provincial legislation, regulations and policy direction in areas applicable to Treaty #3 related social issues
- Provide impact analyses as a result of monitoring federal and provincial policy research
- Attend meetings as required; represent GCT#3 at relevant committees/tables, national, regional and local community gatherings
- Conduct surveys and evaluations of department program as deemed appropriate and as requested by Executive Director
- Prepare position papers, recommendations, briefing notes, fact sheets, reports, and other documents
- Prepare and submit monthly briefing notes to the office of the Ogichidaa
- Complete reports to funders as required and on time
- Coordination and planning of Treaty#3 Men's Executive Council, and support GCT#3 staff coordinating Women's Executive Council.
- Regular communication to supervisor(s) on emerging/current issues emanating from potential impact analyses
- Coordinate conference & seminar development, planning, facilitation and reporting
- Completion and facilitation of program related to reporting requirements
- Review monthly financial statements and G/L listing as provided by the Finance Manager
- Assist in the coordination of meetings with the Office of the Ogichidaa for Bilateral and Tri-Partite Tables with external governments
- Preparation of media releases for the Office of the Ogichidaa
- May require remote work temporarily due to COVID-19
- During an emergency epidemic/pandemic situation, job duties will be reviewed and reassigned accordingly.
- All other related duties assigned by supervisor and Leadership of GCT#3.

Qualifications:

College or Bachelor's degree and a minimum of (3) three years of related experience in Social Work or other relevant field.

Related experience must include all of the following:

- Experience in the development of legislation, regulation and/or policy
- Experience in planning and coordinating complex projects/assignments.
- Experience in clearly, concisely and persuasively writing a range of documents/content (e.g., correspondence, grant applications, briefing notes, legislative requests, public discussion papers).

Preferred Skills:

- Strong analytic and statistical skills with the ability to analyze data
- Excellent written and oral communication skills.
- Self-disciplined, will have a strong sense of teamwork

- Time management and presentation skills with the ability to follow through on assigned duties independently within strict deadlines.
- Able to work independently, solve problems, and research issues is imperative.
- Proficient use of various office based software including Microsoft Office (Word, Excel and Power Point), online video-conferencing platforms (Zoom, Blue Jeans, Microsoft team).
- Knowledge of Treaty #3 First Nation traditions, cultures, and values and history
- Extensive understanding of the diversity among First Nations
- Self-motivated and able to work independently with limited supervision in a fast paced environment
- Ability to research information from various sources
- Ability to speak Anishinaabe language is an asset
- Valid G Class Driver's License and access to a reliable vehicle
- Current, valid vulnerable sector criminal records check
- Ability/willingness to travel as required

Applicants must clearly demonstrate in their covering letter how they meet the qualification requirement of this position. **Submit cover letter, resume with 3 references to**

Human Resources
P.O.Box 1720, Kenora, ON P9N 3X7
Fax: 807-548-6356
E-Mail: hr@treaty3.ca

We would like to thank all candidates in advance for their interest in this position, however only those being considered will be contacted. At Grand Council Treaty #3, we value the unique skills and experiences each individual brings and are committed to creating and maintaining an inclusive and accessible environment for everyone. If you require accommodation during the recruitment and selection process, advise Human Resources when applying for the position.