



The MISSISSAUGAS OF THE CREDIT FIRST NATION
is accepting applications for one (1) full time, contract position of
“Junior Policy Analyst/Writer”

Closing Date: August 12, 2021 at 12:00PM

Job Summary:

The Junior Policy Analyst/Writer provides support to the Executive Director of Intergovernmental Affairs by conducting research, analysing current and proposed legislation and assisting with writing laws for the Mississaugas of the Credit First Nation.

Qualifications/Minimum Requirements

- Post-Secondary degree in Public Administration, Public Policy, Political Science, Law or a related field, plus 1 year of related experience;
- Or Post-Secondary diploma in a related field, plus 2 years of related experience in a First Nation organization;
- Experience or knowledge in the development of Indigenous Policy, legislation, regulation and policy, preferably within a First Nations provincial/territorial organization or First Nations administration;

Knowledge/Skills/Abilities

- Knowledge of First Nations historical, political and legal issues
- Ability to work independently and as a member of a diverse team, where relationships are developed and maintained.
- Knowledge of the political structures and practices of MCFN.
- Solid background in computers with specific knowledge of Microsoft Word and Excel
- Excellent analytical, judgement persuasion and consensus abilities.
- High degree of organization, multi-tasking and priority setting skills in a fast-paced political atmosphere.
- Must have a high degree of communication skills, both verbally and written.
- Must be comfortable with public presentations in front of large crowds.

Assets

- Critical thinking skills, including the ability to research, analyse and evaluate and make decisions concerning complex information and ideas;
- Ability to articulate verbally and in writing complex information and ideas;
- Respect for organizational policies and the Mississaugas of the Credit First Nation values and inherent rights.

Other Requirements

- Results of a current Criminal Reference Check
- Valid G Class Driver’s License and reliable vehicle
- Safe Food Handler’s Certification or the willingness to obtain one
- Ability to work a flexible schedule, including evenings and weekends as required
- Willingness to travel

Hourly Rate: \$23.43 - \$34.78/hr, depending on qualifications

Contract Terms: Contract running until March 31, 2022

Please submit your cover letter, resume, educational qualifications and three (3) references (preferably work related) to:

The Mississaugas of the Credit First Nation
Attention: Personnel Committee
2789 Mississauga Road
Hagersville, ON
N0A 1H0

Applications will also be accepted by fax at 905-768-1225 or via email at the address listed below.

A detailed job description is available at the Admin Building or by email at Alisha.Anderson@mncfn.ca

Miigwech to all who apply, only those candidates selected for an interview will be contacted.