



The MISSISSAUGAS OF THE CREDIT FIRST NATION
is accepting applications for the full time, **Permanent** Position of
Governance Coordinator-Policy Analyst
Closing Date: September 21, 2023 @ 12:00PM

Job Summary:

This position provides support to the Governance Department and Pillar 7 Governance on the Recognition of Rights of Indigenous Peoples exploratory discussions. This includes drafting of laws, conducting research and analysis of current and proposed legislation and Indigenous policy issues.

Education and Experience

- 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;

Required Knowledge/Skills/Abilities

- Knowledge of First Nations historical, political and legal issues;
- High level of experience and knowledge with First Nation, provincial/territorial, municipal and Canadian governments;
- Ability to work independently and as a member of a diverse team, where relationships are developed and maintained;
- Ability to communicate orally and in writing at a high degree of proficiency;
- Knowledge of the political structures and practices of MCFN;
- Excellent analytical, judgement, persuasion, and consensus abilities;
- Innovative and creative thinker, with ability to think outside of the box;
- Highly organized and pragmatic thinker, with excellent problem-solving skills and the ability to work effectively at both the process/detail level, as well as the big picture/outcome level;
- Ability to balance competing priorities;
- Ability to work in a fast-paced environment;
- Ability to work a flexible schedule, including evenings and weekends, as required;
- Ability to work closely and collaboratively with the Executive Director of Intergovernmental Affairs;
- Willingness to travel on short notice;
- Solid background in computers with specific knowledge of Microsoft Word and Excel;
- Specific knowledge and understanding of Mac systems, iPads, iClouds and syncing features;
- Knowledge of virtual meeting programs, including Zoom.

Assets

- Critical thinking skills, including the ability to research, analyze and evaluate and make decisions concerning complex information and ideas;
- Ability to articulate verbally and in writing complex information and ideas;
- Understanding of legislative and policy drafting processes;
- The ability and willingness to make decisions in a timely manner, demonstrating good judgement, respect for organizational policies and Mississaugas of the Credit First Nation values and inherent rights.

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 Stephanie.laforme@mncfn.ca

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