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## **EMPLOYMENT OPPORTUNITY**

### **Education – Policy Analyst, First Nation Languages**

The Chiefs of Ontario is inviting applications for the position of Policy Analyst within the Education Sector with a focus on First Nation Languages and Culture. Our ideal candidate will have strong research and writing skills, enjoy working as a team, and have the ability to lead committees and complex projects.

**LOCATION:** Hybrid, Toronto, Ontario

#### **DUTIES AND RESPONSIBILITIES:**

- Work as a key member of a COO Education Sector.
- Conduct in-depth research, data collection, policy analysis, and environmental scanning of current and future legislation, policies and programs impacting First Nation learner, languages and culture along the lifelong learning continuum.
- Collaborate with and support the Leadership Committee on Languages on priority areas aimed to strengthen First Nation languages in Ontario.
- Develop resources as needed.
- Develop and maintain partnerships with government ministries, First Nation communities and organizations to ensure effective communication flow and dialogue between all partners.
- Actively participate and collaborate in working groups and task teams and provide policy / program recommendations.
- Develop and implement accurate reporting mechanisms that measure the efficacy of previous and current programs, strategies and initiatives and inform ongoing improvements.
- Develop and implement work plans to address priority files associated with languages and the lifelong learning continuum.
- Prepare communiques, memos, briefing notes, reports and literature reviews.
- Facilitate, attend and take notes at relevant meetings and gatherings.
- Assist in planning and successful execution of meetings, gatherings and engagement.
- Consolidate information and develop appropriate written communications.
- Other duties connected to the Education Sector as directed.

#### **RELEVANT SKILLS:**

- Relevant post-secondary education.
- Experience in the field of work to be undertaken.
- Knowledge of First Nation languages, traditions, cultures, and values; understand the history and relationship between First Nations and the Crown.

- Experience with the First Nation, federal and provincial education and language programming and policies.
- Excellent communication skills, including listening, written and verbal.
- Capacity to work effectively independently and as a member of a team to complete assigned tasks and projects.
- Experience with data collection and analysis.
- Preferably fully vaccinated against COVID 19.

**BENEFITS:**

- Hybrid Work Arrangement
- Two (2) Weeks Paid Time Off for December Holiday Break
- Two (2) Weeks of Paid Vacation per Year, Progressively Increasing After Years of Service
- Ten (10) Days of Paid Sick Leave per Year
- Five (5) Days of Personal Time per Year
- 100% Employer Paid Group Insurance, Including Extended Health Coverage, Dental, Short-/Long-Term Disability, and Life Insurance

**DURATION:** ASAP – March 31<sup>st</sup>, 2026 with the potential for renewal based on funding approval.

**APPLICATION DEADLINE:** Open until filled.

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

Ashley Nardella, Human Resources  
opportunities@coo.org

Successful candidate must be eligible to work in Canada.

Interviews will be held in Zoom. While we appreciate all applications, only those candidates short-listed for an interview will be contacted.