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EMPLOYMENT OPPORTUNITY

Policy Analyst – Environment

The Chiefs of Ontario is inviting applications for the position of Environment Policy Analyst. The incumbent provides intermediate level expertise to the position, manages confidential and time sensitive information and serves as a primary point of contact with management.

LOCATION: Toronto, ON, with remote work option.

DUTIES AND RESPONSIBILITIES:

- Engage in trilateral discussions at the Regional/Provincial Territorial Organization levels, and provincial and federal government levels.
- Host engagement sessions with communities and/or PTOs that may require:
 - Identifying environment protections needed and priorities
 - Conduct environmental scans / surveys
 - Engage with communities on frameworks/options
 - Create tools (frameworks with best-practices)
- Increase visibility and knowledge of the environmental protection regulatory and capacity gaps by working on communications plans and strategies aimed at First Nations in Ontario that will include a strong social media component.
- Ensure alignment and continuity of work by coordinating meetings and providing regular updates to the Leadership/PTOs at assemblies.
- Conduct in-depth research, data collection, policy analysis, and environmental scanning of current and future legislation, policies and programs impacting the environment and First Nations.
- 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 advice and recommendations.
- Collaborate and share information in a dynamic team environment within Chiefs of Ontario.

Candidates must be willing to work flexible hours during peak periods, such as assembly seasons and out-of-town meetings. Travel will also be necessary.

QUALIFICATIONS:

- 1-3 years of proficient experience in a First Nations community organization is essential.
- Working knowledge of First Nations governance structure.
- Post-secondary diploma or degree is preferred.

- Any other licenses and/or certificates will be considered an asset i.e. first aid/CPR training, coaching, WHMIS, etc.
- Knowledge of Indigenous culture, values, and rights in particular, the nations that reside within the boundaries of the province of Ontario.
- Strong knowledge of various computer applications (MS Word, MS Excel, MS PowerPoint).
- Must be able to communicate clearly and concisely both written and orally.
- Demonstrates the ability to stay organized in a fast-paced environment.
- Highly developed interpersonal skills and the ability to develop and maintain good working relationships within the organization and external agencies or affiliates.
- Ability to work independently and meet tight deadlines.

BENEFITS:

- Negotiable 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 Sick Time per Year
- Five (5) Days of Personal Time per Year
- Employer Matched Pension
- 100% Employer Paid Group Insurance, Including Extended Health Coverage, Dental, Short-/Long-Term Disability, and Life Insurance

DURATION: ASAP – March 31, 2026 (Potential renewal contingent upon funding approval)

Applications will be accepted until the position is filled.

All Applicants must be eligible to work in Canada.

Only successful Candidates will be contacted.

**Send a cover letter, resume, and two (2) references marked confidential to:
Ashley Nardella, Human Resources: opportunities@coo.org**