



EMPLOYMENT OPPORTUNITY

Position Title: Junior Education Policy Analyst
Salary: Negotiable
Location: Grand Council Treaty #3 Kenora Office
Closing Date: 4:30pm- Friday December 11th, 2020

Grand Council Treaty #3 offers an exceptional opportunity for a results-oriented individual with excellent organizational and time management skills. Under the guidance and direction of the Treaty #3 Senior Education Policy Analyst, the Junior Education Policy Analyst shall be highly motivated, organized and results-oriented individual who works as a team member to implement and further Education within Treaty #3 First Nations. The Junior Education Policy Analyst will support, advocate initiatives and maintain relationship between Treaty#3 First Nations, Ministry of Education and Indigenous Services Canada.

Summary:

The Junior Education Policy Analyst will be responsible for coordinating projects, activities and information sessions with Treaty #3 communities, identifying priorities regarding Education and providing input into the transformation of First Nation Education along the life learning continuum.

Duties and Responsibilities:

- Possess strong interpersonal skills to effectively communicate the issues related to education to education administrators, community members and representatives, governmental/agency representatives.
- Assist with the development of tools to be used to collect data and information from Treaty #3 Communities and its members regarding priorities in Education.
- Assist with the coordination and facilitation of activities that support First Nations, Tribal Councils, Education representatives and Treaty#3 leadership initiatives.
- Assist with the development and implementation of new initiatives that align with the First Nations Education strategies.
- Assist the Senior Education Policy Analyst to problem solve issues that may arise pertaining to the overall Education of First Nation communities through a pro-active, positive and results-focused process.
- Work independently and show initiative to handle changing priorities and funding requirements.
- Analyze, report and present information to Treaty #3 Leadership, Education representatives and members.
- Assist with the preparation of communications materials, policy briefs, newsletter articles and product development as required.
- Assist with the implementation of work plan.
- Consult with other GCT#3 staff (Management, Coordinators and Administrative staff) to be able to respond to inquiries with accurate answers in a timely fashion.
- During the emergency/pandemic situation, job duties will be reviewed and reassigned accordingly.
- All other related duties assigned by supervisor and leadership of GCT#3.

Qualifications and skills:

- Completion of a degree or certificate from a recognized University or College in the Social or Education field and/or an advanced specialization with three years' experience attained.
- Knowledge of Treaty and Aboriginal rights and issues related to Aboriginal peoples.
- Experience working with Education Programs, Funding and Indigenous Services Canada.
- Broad knowledge of First Nations Education System and Provincial Education practices.
- Experience working and liaising with Governmental and Non-Governmental Agencies.
- Analyze and consolidate information into a final report and present to Treaty #3 leadership.
- Position will require employee to travel and must have access to their own vehicle.
- Experience with computer software applications (Word, Excel and Power Point) and online meeting software (Zoom, Blue Jeans, Microsoft team).
- Must be able to travel on short notice, have a valid driver's license and a reliable car.
- Creativity, flexible, strong communication skills, high level of initiative, ability to multi task, detail oriented, organized and motivated.

Applicants must clearly demonstrate their suitability for this position in their cover letter and resume with 3 references by **Friday, December 11th, 2020** to:

Oluyinka Leigh, HR Manager

Grand Council Treaty #3

PO Box 1720

Kenora, ON P9N 3X7

Fax: 807-548-6356

E-Mail: hr@treaty3.ca

Competitive salary and benefits. We thank all those who apply. Only applicants selected for an interview will be contacted. Submission of criminal record check required prior to offer of employment.