

First Nations Education Steering Committee

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K-12 Policy Manager

The First Nations Education Steering Committee (FNESC) is an independent society led by a strong and diverse board of over 100 First Nations community representatives. FNESC is committed to improving education for all First Nations students in BC. FNESC works in partnership with the First Nations School Association (FNSA), and the Indigenous Adult Higher Learning Association (IAHLA), as well as other partner organizations.

Since its establishment in 1992, FNESC has worked to communicate the priorities of BC First Nations to the federal and provincial governments and to support First Nations communities in working together to advance education issues. Communications, research, partnership-building and advocacy are all central to FNESC's activities.

We are currently recruiting for a K-12 Policy Manager to join our team and play a key role in our commitment to improve education for all First Nations students in BC.

The Policy Manager provides complex strategic research and policy analysis by defining, analyzing, developing and evaluating policies; managing projects and emerging issues as directed by the Director, Policy and Communication; and liaising with BC First Nations, education partners, government agencies, boards, provincial and national working groups, political bodies and other education stakeholders.

Duties and Responsibilities:

1. Research and Policy Development

- Conducts research in areas of legislation, policy, program and service delivery and other key areas.
- Conducts and oversees policy analysis and research to prepare reports and recommendations to support the advancement of First Nations education.
- Keeps abreast of developments with BC First Nations, education partners, government agencies, boards, provincial and national working groups, political bodies and other education stakeholders.

2. Advocacy, Policy and Political Support

- Supports the Director of Communications and Policy and works with the other FNESC managers in developing provincial or national advocacy materials, and in implementing advocacy strategies to improve the quality of education for First Nations learners.
- Participates in, or chairs, committees; makes presentations to various internal and external groups; provides technical assistance, advice, direction and information to various stakeholders and staff. Supports FNESC programs, positions, and sub-committee activities, as well as those of FNESC's affiliates.
- Represents FNESC at Regional Sessions and other events, including presenting.

3. Managerial Support

- Provides managerial level administrative support to the Director of Communications and Policy.
- Provides managerial support for new FNESC initiatives under the guidance of the Director of Communications and Policy.
- Responsible for the management, preparation and editing of presentations, speaking notes, briefing notes, meeting kits, and other communications products as required.

4. Planning

- Provides managerial assistance to the Executive Director and other senior level employees with program and policy planning, development and implementation.

5. Staff Supervision

- Oversees the work of the Early Childhood/K-12 Policy Analyst, and possibly one other Policy Analyst.

Skills and Abilities:

The individual will need to be able to demonstrate the following skills and abilities on an ongoing basis.

- Excellent interpersonal skills, and the ability to exhibit a senior level of professionalism;
- Proven strong organization, time management and project management skills with the ability to work independently and as a member of a team;
- Ability to collect, analyze and interpret statistical, technical and narrative data, and to prepare clear and concise reports and correspondence;
- Ability to interpret and apply objectives, rules and regulations to formulate strategies and prepare recommendations regarding policy alternatives to First Nations education issues, interests and related matters;
- Ability to effectively liaise with education partners and government agencies;

Requirements of the position:

The position will require an individual who has:

- A Post-Secondary Degree in education or a related field;
- A minimum of three years of experience in education;
- A minimum of three years' experience in public policy analysis and development, and/or senior administration including experience working with non-profit organizations, Boards and committees, or an equivalent combination of training and experience;
- Thorough knowledge and understanding of First Nations history, culture, and education issues in BC;

Hours of Work:

This is a full time position. The Employee shall perform his/her duties at such places and during such times as may be reasonably necessary. Some travel is required throughout the province of BC.

All employees will comply with the FNEC Personnel and Finance Policies.

Work Location:

FNEC Office, West Vancouver, BC

The salary for this position is \$80,000 per year.

We thank everyone who applies for their interest in FNEC. Unfortunately, due to the volume of applications, we are only able to respond to those applicants who are selected for an interview. We cannot respond to telephone or email inquiries.

Please send your resume and cover letter to jobs@fnesc.ca