

## First Nations Education Steering Committee

Suite #113-100 Park Royal South, West Vancouver, BC V7T 1A2  
P: 604-925-6087 Toll-Free: 1-877-422-3672

FNESC Careers [www.fnesc.ca/employment](http://www.fnesc.ca/employment) [jobs@fnesc.ca](mailto:jobs@fnesc.ca)



## Post-Secondary Education Policy Analyst

The First Nations Education Steering Committee (FNESC) is currently looking for a dedicated, energetic Post-Secondary Education Policy Analyst to join our hard working team who work collaboratively and diligently to improve education for all First Nations students in BC. Since 1992, FNESC, led by a strong and diverse board of over 100 First Nations community representatives, has worked in partnership with the First Nations School Association (FNSEA), and the Indigenous Adult Higher Learning Association (IAHLA). Communications, research, partnership-building, resource development and advocacy are all part of the work we do to advance issues in First Nations education.

### Duties and Responsibilities

- Support to First Nations Communities through the PSE Help Line;
- Assist with the INAC Post-Secondary Student Support Program Allocation and Compiling Statistics;
- Support to PSE Coordinators;
- Support to the Post-Secondary Sub Committee (PSSC);
- Support the FNESC Board and Executive;
- Support to the IAHLA Board;
- Policy and Program Analysis;
- Research;
- Correspondence;
- Website Maintenance;
- Other duties as required by the Manager, Director or Executive Director within the same scope and level.

**Other Duties:** As requested within the same scope and level.

We encourage you to apply if you want to join an organization that makes a difference and possess the following:

- A university degree in relevant program area (e.g. First Nations studies, political science, policy or public administration, business administration or a similar social science degree);
- One (1) to three (3) years of progressive work experience in mid-level research or policy analyst positions, preferably working within the educational field;
- Successful experience working with First Nations communities or organizations preferable;
- Experience working with First Nations Post-Secondary Education policies and programs preferable (e.g. the Post-Secondary Student Support Program, Post-Secondary Partnerships Program, Aboriginal Service Plan initiative, Aboriginal Community-Based Partnerships Program, etc.);
- Experience undertaking research and preparing a variety of professional documents;
- Experience planning and facilitating meetings, committees, workshops, conferences, or other similar events;
- An equivalent combination of education, training and experience.

We offer full-time meaningful work in a professional, friendly, and respectful office environment which is easily accessible by transit and right next door to Park Royal Mall. We enjoy having occasional lunches together as a team – pizza is one of our favourites. Our benefits and pension plans are above average,

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as is our vacation entitlement. We also offer professional development and a health and wellness subsidy for all of our employees.

### **Hours of Work:**

This is a full-time position. The office hours are normally Monday to Friday, 8:30 a.m. to 4:30 p.m. with a one-hour break for lunch. However, the nature of this position is such that some additional time with notice may be required and there is a possibility of work on weekends or during the evenings and some travel may be required. All employees will comply with the FNESC Personnel and Finance Policies

### **Work Location:**

FNESC Office, West Vancouver, BC

The salary for these positions is \$57,000 per year.

We thank everyone who applies for their interest in FNESC. 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](mailto:jobs@fnesc.ca).