

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

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Senior Policy Analyst, Post-Secondary Education Join us to make a lasting impact!

The First Nations Education Steering Committee (FNESC) is an independent society led by a strong and diverse board of about 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 (FNSEA), and the Indigenous Adult Higher Learning Association (IAHLA), as well as other partner organizations.

We are currently searching Senior Policy Analyst, Post-Secondary Education (PSE) to play a key role in supporting our commitment to improve education for all First Nation students in BC. This position reports to the Manager, Post-Secondary Education and Training and will provide leadership, guidance and coordination of engagement programs in First Nations and First Nations schools.

Duties and Responsibilities

- Overseeing and ensuring the effective administration of IAHLA as a society, including understanding and ensuring that IAHLA is in compliance with its bylaws and the requirements of the Societies Act, working with administrative staff to process membership applications and membership dues, working with the manager of PSE on developing budgets and the effective financial management of IAHLA, and other administrative duties as required;
- Acting as a resource and responding to queries from the IAHLA board and membership;
- Organizing, coordinating and, facilitating IAHLA executive, Board meetings, working groups, committees, the IAHLA annual general meeting and conference and, any other meetings as directed by the Manager of Post-Secondary Education and Training;
- Facilitating, organizing and, leading the development and delivery of workshops, webinars and, other professional development opportunities for IAHLA institutes;
- Preparing briefing materials, reports, and research for the IAHLA Chair, Executive, Board and membership, as directed;
- Leading the launch and completion of IAHLA's projects, such as the IAHLA Data Collection Project, External Institutes Evaluation, and other initiatives as directed, as well as overseeing consulting agreements and ensuring compliance with FNESC Finance policies and procedures;
- Working with the Manager of Post-Secondary Education and Training to organize meetings of the FNESC-IAHLA joint executive and coordinate joint post-secondary initiatives between FNESC and IAHLA;

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Requirements:

The position will require an individual with the following knowledge, skills, and personal characteristics.

Educational and Experience Requirements:

- 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);
- A minimum of three years of work experience in 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 PSE policies and programs preferable (e.g. the Post-Secondary Student Support Program, Post-secondary Partnerships Program, Aboriginal Service Plan initiative, Aboriginal Community-Based Training Partnerships Program, etc.);
- Experience undertaking research and preparing written reports, position papers, briefing materials, proposals, strategies and other documentation for programming;
- Knowledge of Aboriginal-controlled institutes is an asset.

This is a full time position based out of the FNESC Office in West Vancouver, BC. The normal office hours are Monday to Friday from 8:30am to 4:30pm. Some weekend and evening work will be required, as will travel throughout the province of BC.

The salary for this position is \$66,500 per year.

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

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.