

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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Policy Analyst, Post-Secondary Funding and Community Support

Join us to make a lasting impact!

The First Nations Education Steering Committee (FNESC) is currently looking for a dedicated, energetic and organized Policy Analyst to join our hard-working Post-Secondary Funding and Community Support team who work collaboratively and diligently to improve education for all First Nations students in BC. The Policy Analyst, Post-Secondary Education, Funding and Community Support, provides essential support to the Post-Secondary Education, Funding and Community Support department on diverse initiatives and projects, including working directly with First Nations communities, institutes, Boards, Committees, Partners and stakeholders.

Since 1992, FNESC, led by a strong and diverse board of over 125 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:

- Providing support to First Nations communities and Aboriginal-controlled institutes in the area of Post-Secondary Education (PSE), funding and community support, including undertaking research and analysis on First Nations post-secondary issues, preparing reports, briefing notes and meeting minutes, and assisting First Nations communities with PSE issues;
- Responding to queries from First Nations communities on PSE policies and programs, as well as delivering PSE Coordinator workshops and presentations;
- Advancing the implementation of the BC Tripartite PSE Model and FNESC's advocacy in the area of Indigenous PSE;
- Undertaking activities and research as directed to support the FNESC Board, such as supporting the Manager of Post-Secondary Education and Funding and Community Support in overseeing meeting arrangements, preparing reports, writing correspondence, and preparing briefing materials;
- Responding to First Nation community queries and providing support related to the administration of the Post-Secondary Student Support Program, funding and community support. This includes conducting research and connecting with relevant Partners and stakeholders to provide accurate information and solutions for communities and regularly monitoring and updating the PSE Coordinator Resource Page;

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 to 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.);

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- Experience undertaking research and preparing written reports, position papers, briefing materials, proposals, strategies and other documentation for programming;
- Experience planning and facilitating meetings, committees, workshops, conferences, or other similar events.

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 favorites. Our benefits and pension plans are above average, as is our vacation entitlement. We also offer professional development and a health and a wellness subsidy for all of our employees.

This is a full-time, permanent position with most of the work being done between 8:30 a.m. and 4:30 p.m. However, the nature of this position is such that occasional work outside of those hours, including weekend work, may be required. We may consider requests for partial-work-from-home for the right employees and in circumstances that work for everyone

The salary for this position is \$58,710 per year.

FNESC requires that all FNESC staff be fully vaccinated for COVID-19 for two reasons: First, because FNESC takes its responsibility to create and maintain a healthy workplace very seriously. And, second, because many of our staff attend First Nations communities in-person. Some First Nations have unique requirements and vulnerabilities related to communicable diseases like COVID-19, and FNESC always respects the needs of First Nations.

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