

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 jobs@fnesc.ca



Policy Analyst, Communications and Policy

Join us to make a lasting impact! An excellent work-life balance is waiting for you!

The First Nations Education Steering Committee (FNESC) is currently looking for a dedicated, energetic and organized Policy Analyst, Communications and Policy to join our hard-working Communications and Policy team who work collaboratively and diligently to improve education for all First Nations students in BC. The Policy Analyst, Communications and Policy will support a variety of initiatives and projects to advance First Nations education in British Columbia. The Policy Analyst will provide expertise and analysis and undertake qualitative and quantitative research to support policy, strategic decisions and advocacy. The Policy Analyst will be responsible for developing various materials including briefing notes, presentations, and research products.

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 (FNESA), 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.

What We Offer:

- The salary for this position is \$58,710.00 per year;
- Three (3) weeks of vacation as well as two (2) weeks of vacation at Christmas time (with the latter being subject to annual board approval);
- Well above-average benefits plan that is 100% paid for by FNESC, that includes: extended health care, dental care, and vision care;
- Well above-average employer matched pension plan;
- The potential for partial work-from-home;
- Career advancement opportunities in a fast-growing organization (approximately 30% of current FNESC employees have been promoted into their current role);
- Generous annual professional development subsidy;
- Generous wellness subsidy;
- 35-hour working week;
- Regular employee appreciation events such as our annual Summer Barbeque and Christmas Party.
- Respectful work environment with a stellar work-life balance.

Duties and Responsibilities:

1. Providing detailed policy advice to senior FNESC staff, the FNESC Executive, and the FNESC Board of Directors;
2. Planning, coordinating and leading research and analysis projects on a range of First Nations education topics, as assigned by the Senior Manager, Policy;
3. Leading the preparation of reports, business cases, briefing notes, presentations, and correspondence;
4. Identifying, evaluating, and recommending policy options through research and consultation;
5. Working with key education partners to advance strategic priorities;
6. Reviewing and assessing policy issues in other jurisdictions, ministries, and sectors consistent with FNESC priorities and objectives;
7. Interpreting quantitative data and presenting the findings in an efficient, user-friendly manner to assist data-driven decision making;
8. Developing data requests or querying data to address specific internal informational requests;

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9. Contributing to the development and implementation of information sharing protocols with partner organizations.

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

What We're Looking For:

- BA or BSc degree in Education, Political Science, Public Policy, or another relevant field;
- Minimum of one year working in research, analysis, and policy development an asset;
- Ability to produce reports and communicate effectively verbally and in writing to both technical and non-technical audiences;
- Experience in data analysis and visualization;
- Understanding of the BC education system an asset;
- Proficient editing and writing skills including the ability to produce accurate work and attention to detail;
- Excellent organizational and analytical skills;
- Ability to coordinate several different tasks, and work within a busy work environment;
- Ability to work independently and in a team environment;
- Ability to exercise sound judgement;
- Dependability, flexibility and reliability;
- Willingness to keep up to date with matters impacting First Nations education.

We offer full-time meaningful work in a professional, friendly, and diverse 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.

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.

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