

## 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)



# Senior Research and Policy Analyst, Secondary Graduation and Adult 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 Research and Policy Analyst, Secondary Graduation and Adult Education to play a key role in supporting our commitment to improve education for all First Nation students in BC.

### Duties and Responsibilities

- Conducting research related to secondary graduation, adult education, current Indigenous education practices, including making recommendations for enhancing current programming;
- Supporting policy discussions, including discussions with ISC and the BC Ministry of Education;
- Supporting the collection and analysis of graduation and adult education data, including the use of standardized assessments for adults students,
- Supporting the administration of project funding, the Connected Classroom Program, online senior courses, Dogwood and Adult Dogwood access, and professional development opportunities;
- Administering funding programs, including reporting and applications, and act as first contact in responding to inquiries from First Nations and First Nations representatives;
- Developing draft speaking notes, briefing notes, reports, correspondence and other communication materials as required;
- Assisting with the research and writing of documents, resources, and manuals for First Nations schools and adult education centres;

### Requirements:

The position will require an individual who has the following certifications, knowledge, experience, skills and characteristics.

- A minimum of a Bachelors' Degree or higher in a relevant field (Education, Business Administration, Public Administration, Political Science, etc.);
- A minimum of one (1) year experience working with First Nations organizations or communities is preferable;

## 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)



- Experience undertaking research and preparing a variety of professional documents;
- Excellent verbal and written communication skills;
- Excellent organizational skills;
- Ability to work in a busy, frequently changing environment. Multi-tasking, flexibility, and adaptability are a must;
- Ability to work as part of a team;

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](mailto:jobs@fnesc.ca).