

## 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)



## Policy Analyst, Post-Secondary Funding and Community Support

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

The Policy Analyst, Post-Secondary Funding and Community Support, provides essential support to the Post-Secondary Funding and Community Support department on diverse initiatives and projects, including working directly with First Nations communities, institutes, Boards, Committees, Partners and stakeholders. This position must be resourceful, show initiative, work independently and effectively in a fast-paced and diverse work environment, manage time effectively despite competing priorities, and learn new tasks quickly.

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.

### What We Offer:

- The salary for this position is \$61,058.00 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:

- 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;
- Supporting the First Nations Education Steering Committee (FNESC) Board and Executive, Indigenous Adult and Higher Learning Association (IAHLA) Board, Post-Secondary Sub Committee (PSSC), and the Indigenous Post-Secondary Education and Training Partners Table;
- Advancing the implementation of the BC First Nations Tripartite PSE Model and FNESC's advocacy in the area of Indigenous PSE;

## 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)



- Facilitating, organizing and, leading the development and delivery of workshops, webinars and, other professional development and capacity-building opportunities for First Nations and IAHLA institutes;
- 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;
- Analyzing and identifying social, economic, and political issues associated with Post-Secondary programs, policies and initiatives, identifying risks and issues, and recommending policy or program options. Assisting in the preparation of ministry proposals and reports, requests for proposals and contracts;

### What We're Looking For:

- 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.);
- 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;
- Strong attention to detail.

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](mailto:jobs@fnesc.ca)