

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

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

As part of FNESC's Policy department, the Policy Analyst will support a variety of initiatives and projects to advance First Nations education in British Columbia. The Policy Analyst will 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. The Policy Analyst will also support their manager in working with BC First Nations, government partners, and other education stakeholders to build relationships and advance organizational priorities.

Since 1992, FNESC, led by a strong and diverse board of over 130 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 \$66,841.00 per year;**
- Three (3) weeks of paid vacation as well as two (2) weeks of paid 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 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;
3. Participating in the preparation of reports, business cases, briefing notes, presentations, meeting materials (e.g. agendas, kits) and correspondence. The Policy Analyst is usually the person who drafts these documents and then makes revisions based on the input of others;
4. Identifying, evaluating, and recommending advocacy positions, as well as policy and program 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 and qualitative 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;
10. Assisting with meeting coordination;
11. Preparing and delivering presentations;
12. Providing direct support to staff working for First Nations.

What We're Looking For:

- A minimum of a Bachelor's Degree in a relevant field (Education, Political Science, Public Policy, or another field that highlights strong writing skills)
- Previous experience working in research, analysis, and policy development is an asset, but is not required if relevant education is present;
- Demonstrable knowledge in any of the following: (1) social policy, (2) public policy, (3) education policy, or (4) First Nations history, culture, and education
- A passion and has genuine interest in providing high-quality, professional, and timely service to First Nations;
- Is able to articulate thoughts into written plain language, and produce clear, concise, and logical written material;
- Has a willingness and ability to actively listen to fully understand something. This includes, asking questions to clarify, using paraphrasing to ensure understanding, avoiding interrupting others, and minimizing distractions;
- Can be trusted to take ownership of responsibilities, and consistently performs their assigned duties/tasks with a high degree of quality;
- Works to mitigate professional errors, recognizing that these can have negative consequences for the organization.

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. Monday to Friday and so candidates must be available during these times. 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