First Nations Education Steering Committee
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Senior Manager, K-12 Policy

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

The Senior Manager, K-12 Policy position is an important position in FNESC's Public K-12 Policy and Communications Department. This position reports to the Director, Public K-12 Policy and Communications. The Senior Manager, K-12 Policy manages the K-12 Policy team and would hold one direct report.

The Senior Manager, K-12 Policy carries out advocacy and provides complex strategic research and policy analysis by defining, analyzing, developing and evaluating policies; managing projects and emerging issues related to First Nations education in the public K-12 education system and in early childhood education. This work is carried out under the direction of the Director of Communications and Policy and involves liaising with BC First Nations, education partners, government agencies, boards, provincial and national working groups, political bodies and other education stakeholders.

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 (FNSA), 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 $106,448.00 per year;**
- Four (4) weeks of paid vacation PLUS 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;
- This is an in-office position based out of our office in West Vancouver but there is the potential for partial work-from-home;
- Career advancement opportunities in a fast-growing organization (approximately 40% 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. Research and Policy Development

- Conducts research in areas of legislation, policy, program and service delivery and other key areas.
- Conducts and oversees policy analysis and research to prepare reports and recommendations to support the advancement of First Nations education in the public K-12 and early childhood education system.
- Keeps abreast of developments with BC First Nations, education partners, government agencies, boards, provincial and national working groups, political bodies and other education stakeholders.

- Manages and prepares responses to federal, provincial and other policy, program and legislative initiatives that affect the interests of FNESC.

2. Advocacy, Policy and Political Support

- Supports the Director of Public K-12 Policy and Communications and works with the other FNESC managers in developing provincial or national advocacy materials, and in implementing advocacy strategies to improve the quality of education for First Nations learners.
- Participates in, or chairs, committees; makes presentations to various internal and external groups; provides technical assistance, advice, direction and information to various stakeholders and staff. Supports FNESC programs, positions, and sub-committee activities, as well as those of FNESC's affiliates.
- Represents FNESC at Regional Sessions and other events, including presenting.
- As directed, manages engagement with BC First Nations, education partners, government agencies, boards, provincial and national working groups, political bodies, and other education stakeholders to gather input and share information on FNESC policies, plans and projects.

What We're Looking For:

- Must already be legally allowed to work within Canada;
- Significant knowledge and understanding of First Nations history, culture, and education issues in BC is required;
- A minimum of a Bachelor's Degree in Education, Policy, or a related field;
- A minimum of three years of experience in education;
- A minimum of three years' experience in public policy analysis and development, and/or senior administration including experience working with non-profit organizations, Boards and committees, or an equivalent combination of training and experience;
- Considerable knowledge of the principles, practices, methods and techniques of researching, evaluating and analyzing information related to issues under review;
- Proficient knowledge of federal and provincial government relationships.

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