
JOB DESCRIPTION

Community Wellness Policy Analyst

SUMMARY:

The Community Wellness Policy Analyst will assist in overseeing the development and implementation of projects and strategies which have the potential to make significant strides in advancing the mission of Nishnawbe Aski Nation and improve the quality of life for the Nishnawbe Aski territory. This position will work closely with the Director of Community Wellness, and the Deputy Grand Chief who holds the Community Wellness Department and Crisis Response Initiatives portfolios and support a broad range of activities and advocacy work within this sector. The Policy & Development Coordinator is an integral member of a small team and may be asked to take on other responsibilities as needs arise.

DUTIES AND RESPONSIBILITIES:

- Provide technical assistance to and receives political direction from the Director of Community Wellness, and the Deputy Grand Chief who holds the Community Wellness Department and Crisis Response Initiatives portfolios
- Establish and maintain relationships and build partnerships with other organizations to influence policy change and undertake joint lobbying for Crisis Support to key policy makers.
- Lead, manage and provide technical support to the development and coordination of NAN-wide initiatives and projects in (but not limited to) Crisis, Community Wellness and Special Initiatives.
- Research, analyze, and monitor policy issues affecting the NAN territory and its citizens;
- Formulate advocacy efforts through coordinated discussion and input from Program management, NAN leadership, NAN Executive, NAN staff and key stakeholders.
- Identify, establish and maintain relationships with existing and future funders;
- Research funding opportunities, prepare project proposals, and develop project work plans and budgets;
- Manage funding submissions, funding agreements and activity and financial reporting processes;
- Prepare briefing notes, updates, presentations, background documents, position papers, etc. for Crisis Support and Community Wellness Programs, NAN Chiefs-in-Assembly, NAN Executive Council and key stakeholders as required.
- Visit NAN communities to inform NAN members of the advocacy and planning work being undertaken and receive grassroots feedback, input and advice;
- Attend internal and external meetings as required;
- Perform other duties as required.

ACCOUNTABILITY

The Community Wellness Policy Analyst is under the day-to-day supervision of and receives political direction from the Director of Community Wellness, and the Deputy Grand Chief who holds the Community Wellness Department and Crisis Response Initiatives portfolios, with further accountability for overall performance to the Chief Administrative Officer.

QUALIFICATIONS:

- An undergraduate degree in Political Science, Public Administration or related field, or an equivalent combination of related training and work experience.
- Demonstrated knowledge and understanding of the broad spectrum of First Nations-specific governance and policy issues and challenges.
- Advanced critical thinking, organizational and problem solving skills.
- Ability to analyze problems, identify options and provide clear recommendations for action.
- Project management experience.
- Excellent interpersonal and communication skills (written & verbal).
- Demonstrated ability to communicate with broad range of stakeholders.
- Ability to work both independently with minimal supervision and collaboratively within a team unit.
- Proven relationship building ability, and skilled in collaborating and advocating effectively with internal and external stakeholders.
- Ability to multi-task and to manage priorities and workflow.
- Proficiency in MS Office programs (Word, Excel, PowerPoint, etc.).
- Ability to travel when required.
- Ability to speak a NAN First Nation language is an asset.

PORTFOLIO:

LOCATION OF WORK: NAN Office-Thunder Bay, ON

TERM:

