

## **EMPLOYMENT OPPORTUNITY**

### **Youth Advocacy Manager**

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The Chiefs of Ontario is inviting applications for the position of Youth Advocacy Manager. Under the guidance of the Chief Operating Officer, the Manager is expected to provide guidance and coordination to the Ontario First Nations Young Peoples Council (OFNYPC).

**LOCATION:** Toronto, Ontario (During the Covid-19 office shut down, the employee will be working out of their home office)

#### **DUTIES AND RESPONSIBILITIES:**

- Builds and maintains collaborative relationships with youth, external organizations with similar visions and mandates.
- Establishes both formal and informal networks and relationships to liaise, inform and negotiate with First Nations youth (in Ontario) and with Federal and Provincial agencies.
- Maintains ongoing relationships with the Chiefs of Ontario Leadership Council through frequent updates, advocacy and collaboration in advancing common issues.
- Responsible for implementation of OFNYPC work plans, including preparing funding proposals and compiling deliverables.
- Responsible for process to review and update work plans yearly.
- Provide technical assistance to OFNYPC with their priority setting, advocacy and public communications strategies.
- Liaison with Directors within the Chiefs of Ontario to ensure the OFNYPC have input in policy issues and other initiatives that need review or action, and prepares responses as recommended by OFNYPC or the Chiefs of Ontario (COO).
- Identifies and undertakes research and analysis on specific matters relating to First Nation youth, thorough reviews and analysis of existing documentation on First Nation youth issues, their relationship to treaties and other agreements with the federal, provincial or First Nation governments as applicable.
- Works with OFNYPC to provide accurate policy advice on a variety of complex First Nation issues to senior management (Chief Operating Officer and Directors at COO) and leadership (including the Leadership Council and Chiefs in Assembly).
- Prepares position papers, briefing notes, presentations, and summaries, speeches, speaking points, reports and proposals on required matters as directed.
- Attends and establish subject matter workshops, presentations and meetings as a matter of providing communication to the youth and seeking advice from a youth perspective.

## RELEVANT SKILLS:

- Post secondary education in related field.
- Knowledge of First Nation traditions, cultures, and values; understand the history and relationship between First Nations and the Crown, particularly relevant for FN youth.
- Political knowledge for working with First Nation, provincial and federal governments.
- Experience working/knowledge of NIHB and Jordan's Principle Policies.
- Project management and coordination skills.
- Research and statistical analysis skills to conduct environmental scans, trends data analyses, data management, and quantitative and qualitative research.
- Advanced written and oral communication skills to lead and participate in engagement, draft meeting summaries, reports and briefing materials, and actively participate in task teams, working groups and other joint policy and program initiatives.
- Conflict resolution and facilitation skills (especially with First Nations youth) to identify emerging issues and contribute to the development of effective solutions.
- Computer applications skills (word processing, spreadsheet, project scheduling, and internet) to research and prepare documents as required.

\*Please note that only successful candidates will be contacted.

**DURATION:** April 1<sup>st</sup> 2021 to March 31<sup>st</sup> 2022

**APPLICATION DEADLINE:** Open until filled.

**Send letter of application, resume and include two references marked confidential to:**

Ashley Nardella, Human Resources

Email: [opportunities@coo.org](mailto:opportunities@coo.org)