

Director of Policy and Communications

The Director of Policy and Communications is responsible for managing First Nation and government policy analysis, secretariat communications, relations, cross-sector initiatives and other areas of priority as needed. The director is responsible for overseeing research, policy analysis, data collection, the development and delivery of policy initiatives, reports and other written materials.

The Director of Policy and Communications is also responsible for establishing and building effective relationships with First Nation community leaders, technicians (internal and external to Chiefs of Ontario), federal, provincial government and other experts as appropriate.

Location: Toronto

* Position will be remote/virtual until further notice.

Duties and Responsibilities:

- Conduct in-depth research, policy analysis, and environmental scanning of current and future legislation, policies and programming impacting First Nations Peoples in Ontario.
- Keep abreast of government policies that will impact First Nations in Ontario. Prepare a method of information sharing with First Nation leadership.
- Responsible for supervising all communication functions of the secretariat such as social media and website maintenance, internal and external media relations.
- Assist in maintaining partnerships with government ministries, First Nation communities and organizations to ensure effective communication flow and dialogue between all parties.
- Adhere to Chiefs of Ontario financial management policy to ensure funding requirements and reporting requirements are met.
- Support First Nation requests for government-to-government engagement.
- Oversight of document quality control, policy initiatives and resolution tracking.
- Actively participate and collaborate in working groups and task teams and provide policy and program recommendations.
- Oversee the development and implementation of unit work plans including; preparing funding proposals and compiling deliverables.
- Develop and implement accurate reporting mechanisms that measure the efficacy of previous and current programs, strategies and initiatives and inform ongoing improvements.
- Attend and take notes at relevant meetings and gatherings.

- Assist in the planning and successful execution of meetings and gatherings.
- Consolidate information and develop appropriate written communications when necessary.
- Recruit, train and supervise staff to improve efficiency, quality of services and outputs.
- Assist with planning and implementation of leadership gatherings.
- Interacting and supporting relevant Chiefs Committees.
- Write briefing notes for various meetings and presentations.
- Other duties may be assigned as needed.

Relevant Skills:

- Relevant post-secondary education.
- Experience working in a fast-paced, complex office environment and offering complex advice to leadership on a range of local, provincial and national issues impacting First Nation communities.
- Knowledge of First Nation traditions, cultures and values; understand the history and relationship between First Nations and the Crown.
- Strong ability to analyze problems, recommend comprehensive solutions and mobilize resources for effective implementation.
- Experience in; strategic planning, implementation and policy analysis.
- Proven ability to manage and lead a team in a dynamic environment.
- Experience in proposal development, negotiations, and financial management.
- Excellent communication skills, including written and verbal.
- Ability to use relevant office technology and software.
- Political acuity is a strong asset.
- The capacity to work effectively, independently and as a lead team member to complete assigned tasks and projects.
- Must be able to prioritize tasks and meet deadlines; familiar with critical path planning and logistical requirements.
- Experience with data collection and analysis.

DURATION: April 1st, 2021 - March 31st, 2022

APPLICATION DEADLINE: Open until filled.

Send letter of application, resume and include 2 references marked confidential to:

Email: opportunities@coo.org