



Employment with PURPOSE!

Métis Nation - Saskatchewan

Métis Nation - Saskatchewan is the government that represents Métis citizens in Saskatchewan. A signed agreement between the Government of Canada and Métis Nation - Saskatchewan, has recognized and ratified the Métis Nation's right to self-governance and self-determination and has instilled the Métis Nation's right to undertake core governance matters. To assist in the development of the Métis Nation's government, The MN-S has an immediate opening for an experienced:

ANALYST – LEGISLATIVE AFFAIRS & GOVERNMENT PROCEDURES
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Position Profile

Reporting to the Senior Director of Policy and Research, the **Analyst** supports the development of the Métis Nation - Saskatchewan Government by helping develop, analyze, interpret, and evaluate legislation, laws and statutes, policies and procedures, governmental structure, and programs. The Analyst will be directly involved in the organization and functioning of the Provincial Métis Council, Métis Nation Legislative Assembly and the engagement of the MN-S citizenry in the political affairs of the MN-S. The Analyst will provide insights and make recommendations to senior leaders and officials, enabling them to take appropriate action. The Analyst may also oversee the development of projects, programs and policies and establish metrics to measure performance.

The **Analyst** will be expected to:

- Communicate effectively with MN-S leadership, providing information necessary for informed decision making,
- Gather, record, and analyze data,
- Conduct legislative and regulatory research and prepare summaries and reports on issues of interest and make recommendations,
- Coordinate and prepare policy papers and responses to issues and initiatives to decision makers,
- Coordinate and prepare proposals, detailed reports, discussion papers, Cabinet papers, action items, briefing notes, and materials, speaking points, correspondence, and work plans,
- Conduct service delivery assessments and perform statistical analysis to inform planning and development,
- Identify new and emerging trends that impact Métis Nation citizens, are of interest to MN-S member institutions and which provide opportunities for MN-S leadership,
- Conduct timely analysis and on-going monitoring of relevant proposed and enacted MN-S legislation and regulations,

- Assist with the implementation of resolutions passed by the Métis Provincial Council and Métis Nation Legislative Assembly
- Identify relationships with stakeholders, government departments and communities that facilitate the ongoing exchange of information and collaboration,
- Participate in forums and community engagements, as relevant, to represent Métis interests and rights, share information and collaborate with local stakeholders,
- Establish and maintain a high level of personal trustworthiness, confidentiality, discretion and approachability,
- Establish and nurture strategic relationships and networks, internally and externally,
- Participate in cross-departmental teams and projects as assigned,
- Work in collaboration with the Métis Nation - Saskatchewan senior management to develop information packages, workplans and budgets as assigned,
- Plan and coordinate activities and gatherings related to MN-S governance,
- Perform administrative duties relevant to the role,
- Ensure the accurate, confidential and security of information and records.

Professional Qualifications and Skills:

- Post-Secondary education (undergraduate or graduate level) from a recognized institution with a focus on Indigenous Studies, Political Science, Law, Public Policy Development/Administration., Indigenous Government, etc. (or a combination of education and experience),
- A minimum of 5 years of related professional experience (ideally working with Métis and/or Indigenous governments, people, and contexts),
- Substantial experience working on complex project initiatives,
- Strong analytical thinking, evaluation methods and program assessing techniques,
- Proven and verifiable experience as a network and strategic relationship builder and nurturer,
- Superior English-language communication abilities (written and spoken),
- Superior English writing skills and research (policy, business correspondence, proposals and reports, etc.)
- Effective presentation, public speaking abilities,
- Superior “people-skills” and ability to relate and engage with diverse groups and audiences,
- Effective leadership and project management abilities,
- Dedicated Team-player and collaborator,
- Strong computer skills with fluency in MS Office Suite and search engines,

Relevant Knowledge:

- Knowledge of models of Métis/Indigenous governance, trends, funding programs, legislation and issues facing Métis peoples in Canada,
- Broad knowledge of legislative and regulatory processes,
- Knowledge of Métis /Indigenous issues related to self-governance and the establishment of government structures and function,
- Deep knowledge of Métis history, culture and language, and the dynamics of self-government.

Personal Characteristics:

- High energy, upbeat, self-disciplined and approachable
- Results focused, efficient and practical,
- Thorough, attention to detail, analytical,
- Ethical, discrete and trustworthy,
- Innovative, resourceful and resilient,
- Teachable and open-minded,
- Free and willing to work occasional evenings and weekends,

Preferred Qualifications:

- Métis citizenship
- Experience working in a non-profit and/or government organization
- Master's degree in related field (preferred)
- Clean and clear Criminal Record Check (vulnerable sector)
- Knowledge of the Michif language
- Certification as Commissioner of Oaths (or able to obtain certification)

Required Qualifications:

- Legal standing to work in Canada (Canadian Social Insurance number).
- Current or past resident of Saskatchewan.
- Valid Canadian or Saskatchewan Driver's License.
- Ability to travel within Saskatchewan.

Qualified and passionate professionals looking for a career with an inspiring purpose are invited to make application by submitting a COVER LETTER, RESUME and REFERENCES to the Métis Nation - Saskatchewan. **Only** qualified candidates will be considered.

DEADLINE FOR APPLICATIONS: September 18, 2020 @3:00pm

Submit Applications via email including covering letter and resume to:

Attention: Jay Fuller, jay@morrisinteractive.ca