



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 Métis Nation – Saskatchewan has an immediate opening for an experienced Policy Analyst

Reporting to the Senior Director of Policy and Research, the Policy Analyst supports the development of Métis Nation - Saskatchewan by conducting research, analysis, formulation, direction, interpretation and implementation on assigned policy, program, legislative or other key issues such as housing, health, education, language & heritage and early learning and child care.

The Policy Analyst will be expected to:

- Communicate effectively with leadership, providing information necessary for informed decision making,
- Conduct and participate in policy research and analysis, assess options and provide recommendations,
- Coordinate and prepare policy papers and responses to issues and initiatives which cut across provincial and federal jurisdiction,
- Provide advisory and policy support on assigned policy, program, legislative and other key issues and areas,
- Coordinate and prepare proposals for funding, 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,
- Monitor work plans and funding arrangements to ensure submission of reports and deliverables,

- Maintain positive and productive working relationships as a representative of the Métis Nation - Saskatchewan, with the Government of Canada, the Government of Saskatchewan, and other stakeholders,
- Represent the MN-S at meetings with Government partners and stakeholders, as assigned,
- Identify new and emerging policy priorities 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 legislation and regulations on the regional, provincial and federal levels,
- Assist with the implementation of resolutions passed by the 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,
- Perform administrative duties relevant to the role,
- Ensure the accurate, confidential and security of information and records.

Professional Qualifications:

- Post-Secondary education (undergraduate &/or graduate degree) from a recognized institution with a focus on Indigenous Studies, Political Science, Law, Public Policy Development/Admin., Municipal 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 people and contexts),
- Substantial experience working on complex project initiatives,
- Strong computer skills with fluency in MS Office Suite and search engines,
- Proven and verifiable experience as a network and strategic relationship builder and nurturer,
- Superior English-language communication abilities (written and spoken),
- Effective English writing skills (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.

Relevant Knowledge:

- Knowledge of models of Métis/Indigenous governance, trends, funding programs legislation and issues facing Métis and Indigenous Peoples in Canada,
- Knowledge of Métis /Indigenous policy issues such as housing, health, education, early learning and childcare, etc.
- 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:

- Experience working in a not-for-profit and/or government organization
- Master’s degree in related field
- 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 HAS BEEN EXTENDED TO: September 18, 2020
@3:00pm**

Submit Applications via email including covering letter and resume to: Jay Fuller,
jay@morrisinteractive.ca