



Native Council of PEI

Job Posting – Political Accord Policy Analyst

Job Title:	Political Accord Policy Analyst	Position Type:	Full Time
Location:	Charlottetown	Travel Required:	Remote Work Available
Wage:	\$25 per hour	Hours Per Week:	37.5
HR Contact:	humanresources@ncpei.com	Date Posted:	Date Posted
Website:	http://ncpei.com/employment/	End Date:	Competition will remain open until position is filled.

Applications Accepted By:

FAX OR EMAIL: RESUME AND COVER LETTER

Attention Human Resources-Subject Line- Political Accord Policy Analyst -Fax Number-(902)368-7464

Email- humanresources@ncpei.com

Job Description

POSITION SUMMARY:

The Political Accord Policy Analyst will work to research issues surrounding CAP priority tables of language, post-secondary education, justice, and family programming. Political Accord Policy Analyst will work collaboratively with other policy analysts as well as the President and Chief, sharing information through regular meetings.

ROLE AND RESPONSIBILITIES

- Conduct focused research on specified area of interest identify gaps, barriers, or opportunities from their initial research to develop initial policy positions aligned to support federal mandates.
- Work with political staff for final review of policy positions and reports.
- Submit policy positions and reports to Minister departments and establish lines of communication for feedback on year 2 and year 3 initiatives.
- Work together to facilitate a community workshop to gather community feedback on each of the subject areas.
- Use community feedback to update and create policy positions.
- Build upon established relationships to Minister departments and align future policies and reports to the department's mandate, direction, and feedback.
- Establish process with Minister departments to provide more timely and intermittent reporting.
- Use approved policy positions to inform any relevant initiatives, discussions, meetings, conferences, etc.
- Present policy positions to political staff of NCPEI for review.
- Work collaboratively with other Policy Analysts to combine all policy positions, research, reports, community consultations and any other relevant document into a final subject area binder.
- Prepare monthly, quarterly, and yearly reports on the program.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor of Arts in Political Studies, Economics, Business Administration or equivalent
- Ability to create high-level policy documents and presentations.
- Demonstrated experience as it pertains to responsibilities listed.
- Ability to network and collaborate with Governments and NGO's.
- Highly motivated, creative, and able to work with minimal supervision.
- Efficient in time management and experience in meeting tight deadlines.
- Working knowledge of the history relating to Aboriginal peoples in Canada considered an asset.
- Criminal Record Check clearance.