



Native Council of PEI

Job Posting – Strategic Relationships Policy Analyst

Job Title:	Strategic Relationships Policy Analyst	Position Type:	Full Time
Location:	Charlottetown	Travel Required:	Travel Required
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:	March 31 st , 2027

Applications Accepted By:

FAX OR EMAIL: RESUME AND COVER LETTER

Attention Human Resources-Subject Line- Strategic Relationships Policy Analyst - Email- humanresources@ncpei.com

Job Description

POSITION SUMMARY:

The Strategic Relationships Policy Analyst will lead an 18-month project focused on strengthening and formalizing partnerships between the Native Council of PEI and key government agencies, NGOs, and other stakeholders. This role will involve identifying organizations that have collaborated closely with NCPEI but lack formal agreements and developing Memoranda of Understanding (MOUs) or other partnership frameworks to define clear, mutual objectives. Working closely with NCPEI leadership, the Strategic Relationships Policy Analyst will conduct research on best practices in relationship management, develop models for sustainable collaboration, and will coordinate the renewal of existing agreements, as well as the creation of new ones. The goal of this initiative is to streamline collaboration, reduce operational costs, and enhance the collective impact of NCPEI's community support and advocacy efforts.

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.
- 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 Indigenous peoples in Canada considered an asset.
- Criminal Record Check clearance.

As per section 16(1) of the Canadian Human Rights Act: Preference will be given to persons of Indigenous ancestry.

