

# SERPENT RIVER FIRST NATION

195 Village Road  
Cutler ON P0P 1B0



Telephone: (705) 844-2418  
Facsimile: (705) 844-2757

## **Serpent River First Nation POLICY ANALYST Term Contract/ 18 Months**

### **EXTENDED DEADLINE**

#### **Summary of Position**

Policy Analyst will support Chief and Council and the Senior Management with intergovernmental affairs, political advocacy, and advocacy role. The Policy Analyst is responsible for researching and analyzing relevant information and data, and developing and delivering policy initiatives, reports and other written material related to a variety of complex First Nations issues. The Policy Analyst is responsible to work cohesively with Senior Management to research, develop, and establish policies/procedures and guidelines to create service provision efficiencies throughout Serpent River First Nation. Reports to and works under the direction of the Director of Operations, Serpent River First Nation Administration.

Serpent River First Nation meets with federal and provincial policies, raises political awareness and works to find practical ways to improve federal and provincial intergovernmental affairs on rights-based agenda.

#### **Qualifications**

##### **Education**

- Proven graduation from post-secondary program in public policy, administration, Political Science, Business Administration, or related discipline; or equivalent combination of education and relevant work experience;

##### **Experience**

- Previous, proven, and successful experience, training, and experience that allows the candidate to successfully complete the required duties of the position

##### **Knowledge**

- Must have a good working knowledge of the community culture, customs, and a thorough understanding of the issues facing the community
- Knowledge of the political structure of First Nations, Federal, and Provincial, of governments;

##### **Skills**

- Must have excellent written and oral communication skills
- Must have excellent analytical and problem solving skills
- Computer literate (including Microsoft Word, Excel, database software such Access, electronic communication tools, such as Microsoft Outlook, ACCPAC (accounting software);
- Good time management skills, along with the ability to prioritize daily tasks; strong organizational skills, and effective decision making abilities

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**Our Vision** *Serpent River First Nation will have self-sufficient people within a community of caring and compassionate families.*

**Our Mission** *Serpent River First Nation will use all available financial, human, natural, technological and cultural resources to achieve self-sufficiency through the efforts of all Community Members. Our strong and unique cultural and spiritual identity will drive us to ensure a healthy community that is safe and secure for all generations.*

Ability

- Ability to travel
- Ability to work flexible hours
- Possess a valid "G" drivers licence

**Salary**

According to budget allocation, possibly leads to full time status.

**Extended Application Closing Date: February 10, 2017 at 4:00pm**

Interested applicants must submit a cover letter, resume, photocopy of diploma/degree, and three work related references:

Director of Operation  
Serpent River First Nation  
195 Village Rd  
Cutler, ON P0P 1B0

Phone:705-844-2418 Fax: 705-844-2757

Email: [brendarivers.srfn@ontera.net](mailto:brendarivers.srfn@ontera.net)

Miigwetch to all who apply only those selected for an interview will be contacted.

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