

POLICY ANALYST

Reporting to the Executive Director, the Policy Analyst will play an important role in supporting FNEA's mandate to assist participating First Nations develop their capacity to implement jurisdiction over K-12 education on their lands.

About FNEA

Established in July 2022, FNEA is an independent body that assists First Nations in BC that have assumed jurisdiction, or law-making authority, over their K-12 education systems on their land through sectoral self-government agreements. FNEA is led by a board of directors appointed by Participating First Nations (PFNs). FNEA exercises jurisdiction over education matters delegated to it by PFNs, which include teacher certification, school certification, graduation certificates, and approval of courses required for graduation. FNEA works in close partnership with the First Nations Education Steering Committee (FNESC), the First Nations Schools Association (FNSA), the BC Ministry of Education and Child Care, Canada, and other partners to support PFNs and the implementation of First Nations education jurisdiction.

Position Overview:

We are seeking a dedicated and talented professional for a meaningful role in supporting FNEA's mandate to assist Participating First Nations (PFNs) in developing their capacity to implement education jurisdiction over K-12 education on their lands. Reporting to the Executive Director, the Policy Analyst will conduct research, develop policies, and support engagement with PFNs and education partners to ensure effective implementation of jurisdiction agreements and education jurisdiction initiatives. The role aligns strategically with organizational goals to enhance program and service delivery to PFNs.

Duties and Responsibilities:

- Conduct background research on legislation, agreements, and policies to support project planning and implementation.
- Draft and update policies, procedures, templates, and tools that operationalize agreements and regulatory requirements.
- Analyze quantitative and qualitative data to identify trends, gaps, or compliance issues, under the guidance of senior staff.
- Support project coordination by preparing timelines, tracking progress, and helping ensure deliverables are achieved.
- Develop briefing notes, summaries, and presentations for managers, cross-functional teams, and education partners on policy and implementation issues.
- Contribute to governance and engagement activities by preparing consultation materials, documenting discussions, and summarizing feedback.

- Monitor compliance with agreements and regulations by reviewing policies and processes to assess effectiveness and identify improvements.
- Participate in evaluating implementation outcomes and assist in drafting recommendations.
- Maintain organized records and documentation related to projects, policies, and regulatory requirements.
- Keep current with legislative, regulatory, and policy developments and share updates with the team.
- Assist with meeting coordination.

Required Qualifications:

- A minimum of a Bachelor's degree in a relevant field, such as Public Policy, Political Science, Economics, Sociology, or a related discipline.
- Relevant coursework is ideal, including regulatory studies, policy analysis, administrative law, research methods, and statistics/data analysis.
- Previous experience in research, analysis, or policy development is an asset, but not required if relevant education is present.
- Strong writing and communication skills, with the ability to synthesize complex information and draft clear summaries, reports, and correspondence.
- Analytical skills, including the ability to research, interpret policy documents, conduct comparative analysis, and understand legislation/regulations.
- Basic quantitative skills and comfort working with data and spreadsheets.
- Attention to detail and the ability to follow instructions and established procedures.
- Organizational and project support skills, including coordinating tasks and managing timelines.
- Ability to work independently and collaboratively within a team.
- Demonstrated awareness and respect for the histories, rights, and contemporary realities of First Nations communities.
- Experience working with or supporting First Nations communities and organizations is an asset.
- Proficiency with Microsoft Office.
- Willingness to learn, adaptability, and interest in regulatory, governance, or policy areas.
- Please note that all FNEA employees are required to be vaccinated for Covid-19 (minimum of two shots) and proof of vaccination upon hire unless approved for an accommodation.

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We offer:

- The salary range for this position is \$65,000 - \$75,000 per year.
- Three (3) weeks of paid vacation as well as two (2) weeks of paid vacation during the winter break (with the latter being subject to annual board approval).
- A competitive pension and dental and health benefits package.
- An annual professional development subsidy.
- This is a full-time (35 hours per week) position based at the FNEA office in West Vancouver. Regular office hours are Monday to Friday, from 8:30am to 4:30pm with one hour for lunch. Some occasional weekend or evening work may be required.
- Flexibility to work from home for up to two days per week.

FNEA offers an inclusive and collaborative work environment. Working with FNEA provides the opportunity to truly make a difference for generations to come through supporting PFNs with the implementation of education jurisdiction on their lands.

This is a full-time (35 hours per week) position based at the FNEA office in West Vancouver. Hybrid working arrangements are available. Regular office hours are Monday to Friday from 8:30am to 4:30pm, with one-hour for lunch. Some occasional weekend and evening work may be required.

To Apply

To apply, please **email your cover letter and resume** to careers@fneajurisdiction.ca with the subject line "Policy Analyst".

We thank all applicants for their interest; however, only those selected for an interview will be contacted.