

Union of Nova Scotia Mi'kmaq Employment Opportunity

Capacity Development · Membertou, Nova Scotia



Job Title: Policy Analyst
Employment Term: 1-Year term position with opportunity for renewal

Overview

Reporting to the Governance Manager, the Policy Analyst coordinates and supports governance capacity development projects and initiatives for its member communities. The Policy Analyst must be able to manage multiple tasks and possess excellent time management skills, be responsive and able to take direction while being fully dedicated to their delegated tasks.

Key Responsibilities:

- Assist the Governance Manager by managing governance projects and initiatives including the development of culturally relevant policies, programs and services;
- Research, analysis and evaluation of policy issues to provide strategic advice to the Governance Manager and other stakeholders as required;
- Production of a range of written materials including reports, memos, presentations, briefing notes, submissions and other documents as required;
- Support project governance, planning, coordination of projects; and
- Plan and support community engagement as required.

Qualifications:

- Must have University Degree or College Diploma in a related field (political science, public policy, public administration or law);
- 3+ years of policy analysis experience;
- Knowledge of Indigenous and/or Mi'kmaq culture and history is considered an asset; and
- Access to a reliable vehicle, valid driver's license and ability to travel required.

Location: Membertou or Cole Harbour (other locations will be considered)

Salary: Based qualifications and experience

Closing Date: Friday, August 16, 2024 (please note closing date is extended and all current applicants need not reapply as they are already included in the current pool of applicants)

To Apply: www.unsm.org/careers

Only potential candidates considered will be contacted for interviews. Personal suitability will also be considered during the hiring process. UNSM hires based on merit and is committed to employment equity. We encourage all qualified persons to apply; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference policy of the Canadian Human Rights Commission.

Disclaimer:

The Union of Nova Scotia Mi'kmaq reserves the right to refuse all applications for employment at any time during the hiring process. No applications will be accepted beyond the closing deadline. While we appreciate all applications, only those candidates short-listed for an interview will be contacted. UNSM may cancel, postpone, or revise employment opportunities at any time.