



PLEASE POST



Employment Opportunity

The Ontario Federation of Indian Friendship Centres (OFIFC) is currently accepting applications for the position of **EDUCATION POLICY ANALYST**. This position will function within the terms of the OFIFC Personnel Policy and other applicable policies of the organization.

RESPONSIBILITY You will be responsible for providing superior policy development, research and analytical and strategic planning skills advancing OFIFC education objectives. As well, you will be expected to develop and maintain critical strategic relationships across governments, Friendship Centres and beyond. Finally, you will provide policy support to the OFIFC Children's Work Group and Youth Work Group.

QUALIFICATIONS

- Knowledge and experience in liaising and consulting with government ministries, committees, and departments and proven ability to evaluate and respond to relationship issues as they arise;
- Excellent judgment to recommend strategic directions and policy approaches to research, develop and formulate analyses and options for implementation;
- Outstanding written communications skills with a proven ability to prepare complex policy proposals, briefing notes, reports, correspondence and legislative and regulatory review as required;
- Superior verbal communication skills including the ability to present complex policy related information and recommendations to a wide variety of audiences, including government, Friendship Centres, and community members;
- Demonstrated ability to work collaboratively and develop constructive relationships in various settings;
- Thorough understanding of complex historical, economic, political and social factors having an impact on urban Aboriginal education issues;
- Proven familiarity with Ontario's urban Aboriginal communities, Ontario's Friendship Centres and their various programs and services, as well as other Aboriginal and mainstream agencies relevant to urban Aboriginal education issues;
- Desire to work in a social justice-driven, results-oriented, fast-paced and collegial environment;
- Relevant college or university accreditation or a combination of work experience and training;
- A clear criminal reference check (CPIC) and Vulnerable Sector Clearance will be a condition of employment.

SALARY

Up to \$61, 987 per annum - dependant on qualifications and probationary grid rate applies.

SEND RESUME AND COVER LETTER TO:

Sylvia Maracle, Executive Director
Ontario Federation of Indian Friendship Centres
219 Front Street East
TORONTO, ON M5A 1E8
Phone: (416) 956-7575 Fax: (416) 956-7577
Email: hr@ofifc.org

POSTING DATE: February 9, 2012

CLOSING DATE: February 26, 2012

(3 employment references will be required at the time of interview).

~Only those deemed qualified, will be contacted for an interview~