Policy Analyst

The OFIFC is an award winning leader in culture-based management providing innovative research, policy, training and community development to 28 Friendship Centres and other urban Indigenous service providers across Ontario. Located in downtown Toronto, the OFIFC engages all levels of government and mainstream agencies.

OFIFC is a purpose-driven organisation which offers unique and challenging work. A rewarding and enriching career awaits if you are skilled at critical thinking, building relationships, take personal accountability for getting things done and enjoy working as part of a team to collaboratively solve problems.

Responsibilities:

Working as part of a team in a fast paced environment where the main responsibilities are advancing supportive public policy, advocating and building support for urban Indigenous issues. This includes advocating on behalf of and providing support to Friendship Centres. A job description is attached.

Qualifications:

- Post-secondary education in Public Policy, Political Science, Public Administration or another relevant discipline
- 2 – 3 years’ experience in policy analysis
- Post-secondary education in area of specialisation is considered an asset
- Knowledge of government organisational structures and legislative processes
- Excellent writing skills and ability to document clearly and succinctly for internal and external audiences
- Extensive experience in research, both qualitative and quantitative
- Ability to grasp political theory to be fair, balanced and unbiased in their recommendations
- Exceptional ability to build and foster relationships with external policy stakeholders
- Must have strong oral communication/public speaking skills

Contact Information:

If you are interested in qualifying in this role that offers an exceptional compensation package, please send your resume and cover letter to:

Ontario Federation of Indigenous Friendship Centres
219 Front Street East, Toronto, ON M5A 1E8
Website: www.ofifc.org
Fax: 416.956.7577
Email: hr@ofifc.org

Date Posted: 1/5/2021  Posting Deadline: Until Filled

Only those selected for an interview will be contacted.