

INDIGINOUS JUNIOR POLICY ANALYST / SUMMER EMPLOYMENT

The Native Women's Association of Canada (NWAC) is a National Indigenous Organization representing the political voice of Indigenous women and girls in Canada. Incorporated in 1974, NWAC works to advance the social, political, and cultural well-being and equality of Indigenous women, girls and gender diverse people through advocacy, education, research and policy.

This is exciting opportunity aims to make a difference in the lives of Indigenous women in Canada and around the world.

Perks at NWAC

- Located in the heart of the Ottawa ByWard Market;
- Microsoft Surface laptop;
- Flexible working conditions; and
- Gym at proximity.

What We Value

- Diversity, sharing, adaptability and a willingness to learn.

How We Work

- Our team is organized to maximize collaboration, information exchange, as well as efficiency. We will be looking at various approaches to organize our teams and foster a great workplace environment, and as such, we are open to hearing about your experiences and ideas to ensure we achieve our team objectives as efficiently as possible.

PAY RATE: \$18 Hourly

POSTING DATE: May 28th, 2019

CLOSING DATE: Send your resume and covering letter ASAP. The poster will remain open until both positions are filled.

RESPONSIBILITIES

- The junior policy advisor will work under the authority and supervision of a Director and will assist in developing and implementing policies and strategies at the national and international levels on issues affecting Indigenous women, girl, and gender-diverse people. Tasks will include conducting secondary research, carrying out critical analyses of international and national reports, developing knowledge synthesis and analysis documents, attending events with the Director, and other tasks as needed.

QUALIFICATIONS & SKILLS

- At undergraduate or graduate level
- Proficiency in the common MS Office programs
- Ability to plan, organize and coordinate administrative projects
- Excellent communication skills, both oral and written
- Ability to work collaboratively as a member of a team
- Ability to prioritize multiple demands, exercise tact and discretion and meet deadlines

Eligibility: This position is funded through the First Nations and Inuit Youth Employment Strategy. Eligible candidates must be First Nations and Inuit post secondary students aged 15 to 30 who are ordinarily residents on-reserve or in recognized communities. Participants must have been registered as full-time students during the preceding academic year and intend to return to school on a full-time basis in the next academic year.

Interested students are asked to send their resume to Matthew Pringle, Director, NWAC (mpringle@nwac.ca).