



Algonquins of Ontario Consultation Office Job Posting

Senior Policy Strategist

The Algonquins of Ontario (AOO) are seeking a Senior Policy Strategist to plan, research, develop, implement, and maintain organizational policies and standard operating procedures for the Algonquins of Ontario (AOO) as well as to provide executive secretarial leadership to the Algonquins Negotiation Representatives (ANRs).

Position Title:	Senior Policy Strategist
Reports to:	Senior Project Development Manager
Location:	Pembroke, Ontario, Canada (Hybrid)
Salary:	\$72,000 – \$83,437.73 per annum
Benefits:	Competitive benefits package including Group Medical Plan and generous vacation and working hours.
Position Type:	Full-Time

Opportunity Summary

The Algonquins of Ontario (AOO) are on a journey of survival, rebuilding, and self-sufficiency – a journey of reconciliation. This journey began nearly 250 years ago when the first Algonquin Petition was submitted to the Crown in 1772. Today, the AOO are comprised of the following ten Algonquin communities:

- Algonquins of Pikwakanagan First Nation
- Antoine
- Bonnechere
- Greater Golden Lake
- Kijicho Manito Madaouskarini
- Mattawa/North Bay
- Ottawa
- Shabot Obaadjiwan
- Snimikobi
- Whitney & Area

Working with the Algonquins of Ontario (AOO) provides an exceptional and rewarding opportunity for any person who seeks a complex, dynamic environment while contributing to the process of rebuilding and revitalization of the Algonquin Nation.

The Senior Policy Strategist coordinates the official gathering of the ANRs and provides them with technical expertise as well. In addition, the role offers the opportunity to work alongside and support the leadership group of the AOO, as well as other guests, consultants, and the public depending on the support required of the AOO.



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This position also offers the unique and groundbreaking opportunity to be part of a team that is supporting the AOO in the historic negotiations of a modern-day treaty setting out Algonquin Aboriginal and treaty rights protected under Section 35 of the Constitution Act, 1982.

Position Responsibilities

The following summarizes the responsibilities of the position:

Policy Development and Maintenance:

- Develop and implement processes for creating, changing, and distributing policies, guidelines, and procedures.
- Create and maintain a policy development schedule.
- Actively engage the Technical Advisory Group, AOO Consultation Office staff, ANRs, and AOO Communities (where practicable) for input and participation in the identification, scoping, and development of policy positions.
- Provide policy research, support, and strategic advice to senior management and ANRs relating to the AOO's policy initiatives and priorities.
- Prepare background reports, policy analysis, opinion papers, and briefing notes for the senior management team and ANRs.

Strategic Operations:

- Provide executive secretarial leadership to the assigned ANRs' table, working groups, and sub-tables meetings.
- Provide strategic oversight for the assigned ANRs' table, working groups, and sub-tables meetings, such as organizing meeting materials, scheduling presenters, taking minutes, redacting motions, and action items, and developing summary reports and/or presentations.
- Prepare and manage confidential meeting materials, as required for assigned ANRs' table, working groups, and sub-tables meetings.
- Prepare and distribute follow-up correspondence and meeting materials arising from various ANRs' table, working groups, and sub-tables.
- Prepares correspondence in response to public inquiries regarding relevant assigned ANRs' table, working groups, and sub-tables meeting matters.
- Assist in managing the lifecycle of agendas and reports from conception, through review, and to approval.
- Translate ANRs' and senior management direction into clear executable programs and initiatives.
- Develop and implement innovative and creative resolutions to issues and challenges as assigned.

People Leadership:

- Supervision of staff providing operational services to the ANRs.
- Develop inclusive approaches that build trust and confidence, that motivate and inspire, and that promote the AOO values and principles.
- Responsible for recruitment, onboarding, training, performance growth, and coaching of team members.
- Responsible for ensuring that team members are adhering to developed policies and practices of the AOO.
- Champion in a positive culture and workplace environment that embraces change.



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About You

You are an energetic leader who:

- Has at least 6 years of relevant experience.
- Is passionate about the survival, rebuilding, and self-sufficiency of all Algonquin communities.
- Understands the detrimental and lasting effects of colonization on Indigenous people.
- Has strong working knowledge of political governance.
- Has strong ability in critical thinking, analysis, synthesis, and being politically astute when working with complex topics.
- Has proven experience in conducting analytical research, interpreting documents and materials to prepare reports, and providing recommendations to decision-makers.
- Has excellent interpersonal skills, with the ability to lead group discussions and facilitate positive outcomes at meetings and in other settings.
- Has experience working successfully with various external stakeholders such as Provincial and Federal ministries, special interest groups, and private sector organizations.
- Has strong organizational and time management skills.
- Has strong communication skills including listening, speaking, and writing.
- Can prioritize and manage conflicting demands.
- Can respond quickly in a dynamic, fast-paced, and changing environment.
- Can work independently and in a team environment.
- Can perform all functions in such a manner that ensures complete confidentiality of the AOO privacy entitlements.

Additional Requirements:

- Bachelor's degree or equivalent experience in Political Science, Geography, Environmental Studies, Social Sciences, or related discipline.
- Advanced skills with the Microsoft Office suite.
- Must be able to attend offsite meetings, conferences, and events.
- A valid G Class Driver's License.
- Able to lift to 20kg (44 lbs.).
- Working in a hybrid work environment.

More about the AOO

The Algonquins of Ontario Settlement Area includes a territory of nine million acres within the watersheds of the Kichi-Sibi¹ and the Mattawa River in Ontario. Based on a Protocol signed in 2004, these communities are working together to provide a unified approach to negotiating a modern-day Treaty.

On October 18, 2016, the AOO and the Governments of Ontario and Canada reached a major milestone in their journey toward reconciliation and renewed relationships with the signing of the Agreement-in-Principle (AIP). The signing of the AIP is a key step toward a Final Agreement, which will clarify the rights of all concerned and open new economic development opportunities for the benefit of the AOO and their neighbours in the Settlement Area in Eastern Ontario.



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Since the signing of the AIP in 2016, the AOO and the Governments of Ontario and Canada have continued to advance negotiations toward a Final Agreement. If a Final Agreement is achieved through this next phase, and if it is ratified by Algonquins and by the federal Parliament and provincial Legislature, it will take the form of a modern-day treaty setting out Algonquin Aboriginal and treaty rights protected under Section 35 of the *Constitution Act, 1982*.

The Teachings of the Seven Grandfathers below are the guiding principles of the Algonquins of Ontario.

The Teachings of the Seven Grandfathers

- ***Kwayakoziwin: Honesty:*** Honesty in facing a situation is to be brave.
- ***Tabasenindizowin: Humility:*** Humility is to know yourself as a sacred part of Creation.
- ***Manàdjiyàn: Respect:*** To honour all Creation is to have respect.
- ***Sòngideyewin: Bravery:*** Bravery is to face the foe with integrity.
- ***Nibwàkàwin: Wisdom:*** To cherish knowledge is to know wisdom.
- ***Sàgihidiwin: Love:*** To know Love is to know peace.
- ***Tebwewin: Truth:*** Truth is to know all of these things.

How to Apply

So, what do you say? Are you ready to support the Algonquin Negotiation Representatives in their efforts to rebuild and revitalize the Algonquin Nation?

Qualified candidates are invited to submit their resume (C.V.) and a letter of introduction by 4:30 PM on Monday, June 27th, 2022, to recruitment@tanakiwin.com.

When applying please ensure to list the position(s) you are applying for in the title of the email.

Please note that the AOO have obtained the services of an external organization to support this recruitment process and no applications will be accepted by the AOO Consultation Office. Only applicants who apply to the above email address will be considered for the position.

For members of our Algonquin communities, we ask that you please identify which community you are connected to in your cover letter.

The AOO welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

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