

Rainy River First Nations – Job Posting

POLICY / COMMUNICATIONS ANALYST – JANUARY 2024

Permanent Full-Time



The Policy/Communications Analyst is responsible for analysing, developing, and communicating policies that align with the goals and values of Rainy River First Nations community. This role plays a critical part in translating complex information into accessible communications, guidelines and supporting the community in understanding and engaging with key policies.

PRIMARY ACCOUNTABILITIES

- Analyze existing policies, regulations, and procedures to provide recommendations for improvements and updates.
- Collaborate with community leaders, manager of administration, RRFN department programs, and relevant committees to develop new policies or revise existing ones.
- Translate complex policy documents into clear and accessible communications for community members.
- Create engaging and informative materials, including newsletters, presentations, and website content, to effectively communicate policies to the community.
- Monitor and analyze the impact of policies on the community, gathering feedback and making recommendations for adjustments as needed.
- Act as a liaison between RRFN department programs, the community, and external stakeholders, ensuring effective communication and understanding of policies.
- Provide support in the development and execution of community engagement strategies related to policy matters.

POSITION REQUIREMENTS

- Bachelor's or advanced degree / diploma in public policy, communications, or a related field. A combination of relevant education and experience may be considered.
- Demonstrated knowledge of policy analysis, development, and effective communication strategies.
- Excellent analytical and research skills, with the ability to interpret and synthesize complex information.
- Criminal record check and vulnerable sector screening.
- Valid driver's license and satisfactory driver's abstract.
- Adherence to Rainy River First Nations' drug testing policy.

PERKS AND BENEFITS

As a valued team member, you will be eligible for:

- Paid vacation
- 2 weeks paid Christmas vacation
- 100% employer paid health and dental benefits
- Employer pension contribution matching
- Five (5) personal leave days per year

HOW TO APPLY

Please submit applications with cover letter and current resume to: hr@manitourapids.ca by **February 16, 2024**. We thank all candidates who apply in advance, however only those selected for interview will be contacted.

2022-2025

Rainy River First Nations Chief & Council

We extend our warm welcome and encourage all interested individuals to submit their application for employment opportunities in a safe and non-discriminatory environment. Our focus and inspiration originate with the Grandfather Teachings of Love, Respect, Truth, Honesty, Humility, Courage, and Wisdom.

To learn more about Rainy River First Nations and other employment opportunities we have available, scan the QR code or visit www.rainyriverfirstnations.com

