



Employment Opportunity

Junior Policy Analyst

Department:	Governance
Posting Date:	September 19, 2025
Location:	Nipissing First Nation, ON
Schedule:	35 hours per week
Job type:	Full Time / Permanent
Vacancies:	1
Reports To:	Senior Policy Analyst
Salary Range:	56,292.60 – 74,274.20

Nipissing First Nation (NFN) is seeking a motivated and detail-oriented individual to join our Governance and Administration team as a **Junior Policy Analyst**. This entry-level position is ideal for a recent graduate or early-career professional interested in policy research, analysis, and development.

What You'll Do in the Role

- Conduct research and analysis on legislation, regulations, and policies affecting NFN
- Assist in drafting new and revised policies, reports, briefing notes, and presentations
- Support consultation and engagement processes with NFN members, leadership, and departments
- Track and summarize policy changes at the provincial and federal level relevant to NFN interests
- Maintain policy records and assist in ensuring policies are current and accessible
- Assist with administrative tasks such as scheduling meetings, preparing agendas, and taking minutes
- Collaborate with internal departments to support implementation of policies and strategic initiatives
- Uphold confidentiality and always maintain professional boundaries
- Represent NFN positively in the workplace and community

Reasons to Join Nipissing First Nation

At NFN, we don't just offer a job, we offer a purpose-filled career in service to our community. Our workplace is one where learning is encouraged, growth is supported, and our culture is celebrated.

Work with a passionate team rooted in community values

Be part of an inclusive, supportive work culture

Competitive salary and defined contribution pension plan

Comprehensive benefits package – medical, dental, vision, life, and disability

Business Casual dress and modern workplace practices

Training, mentorship, and ongoing development opportunities

Vacation Time:

Start with three (3) weeks of vacation, plus enjoy a two (2) week paid office closure over the December holiday season – giving you time to rest, reset, and reconnect.

Additional Leave:



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We offer better-than-average leave benefits to support your health, wellness, and work-life balance.

What You Bring to the Table

- Post-secondary education in Public Administration, Indigenous Studies, Political Science, Law, or related field
- Strong research, writing, and analytical skills
- Excellent organizational and time management abilities, Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Strong interpersonal and communication skills
- Ability to handle confidential information with discretion
- Demonstrated interest in Indigenous governance, rights, and policy development
- Knowledge of Nipissing First Nation's culture, language, and community is a strong asset
- Must provide a satisfactory Criminal Record Check (including Vulnerable Sector Screening)

Application Deadlines and How to Apply

Nipissing First Nation follows a structured and fair hiring process. Please identify your eligibility clearly in your application.

Round 1 – October 3, 2025.

Only open to registered Nipissing First Nation members.

(Round 1 applicants will be considered at this stage.)

Round 2 – Closing October 10, 2025.

Only open to spouses and children of registered NFN members and registered members of other First Nations.

(Round 2 applicants will be considered at this stage.)

Round 3 – Closing October 17, 2025.

Open to all applicants (status and non-status).

Posting will remain open until the position is filled.

If you are excited by this opportunity and want to make a meaningful impact with Nipissing First Nation, please submit your **cover letter and resume** to:

 **resumes@nfn.ca**

 **Deadline: 4:30 p.m. on the date assigned to your eligibility round**

 **Are You a Member of NFN?**



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Nipissing First Nation is deeply committed to the training, development, and employment of our members. ***We strongly encourage NFN members to apply,*** even if you don't meet every qualification. Your lived experience matters, and we consider all aspects of your background in the hiring process.

As per **Section 24(1)(a)** of the *Ontario Human Rights Code*, **preference will be given to First Nation applicants.**

***Miigwech to all applicants for your interest.
Only those selected for an interview will be contacted.***