



GRAND COUNCIL TREATY #3 EMPLOYMENT OPPORTUNITY

Position: Social Policy Manager
Category: Full time position
Salary: \$78,000.00 - \$83,500.00
Location: Kenora, ON
Closing Date: July 17, 2025

Job Overview:

Under the supervision of the Social Director, the **Social Policy Manager** will undertake program evaluation, research and surveillance activities to better meet the needs of the citizens of the Anishinaabe Nation in Treaty#3 in relevant social services and social justice fields.

Responsibilities:

- Assist with proposals, annual work plan and monthly status reports.
- Respond to internal and external requests for information, including presentations.
- Work as part of a team both within the organization and with external funders and partners.
- Monitor and analyse federal and provincial legislation, regulations and policy direction in areas applicable to Treaty #3 related social issues
- Provide impact analyses as a result of monitoring federal and provincial policy research
- Attend meetings as required; represent GCT#3 at relevant committees/tables, national, regional and local community gatherings
- Conduct surveys and evaluations of department program as deemed appropriate and as requested by the Director of the Social Unit
- Prepare position papers, recommendations, briefing notes, fact sheets, reports, and other documents
- Prepare and submit monthly briefing notes to the Director of the Social Unit
- Coordination and planning of Treaty#3 Men's Council; Women's Council, Youth Council and 2SLGBQQIA+
- Regular communication to supervisor(s) on emerging/current issues emanating from potential impact analyses
- Completion and facilitation of program related to reporting requirements
- All other related duties assigned by supervisor and Leadership of GCT#3.

Qualifications:

- College or bachelor's degree with a minimum of 3 years of related experience in Social Work or a relevant field.

Related experience must include all of the following:

- Experience in the development of legislation, regulation and/or policy
- Experience in planning and coordinating complex projects/assignments.
- Experience in clearly, concisely and persuasively writing a range of documents/content (e.g., correspondence, grant applications, briefing notes, legislative requests, public discussion papers).
- Strong analytic and statistical skills with the ability to analyze data
- Excellent written and oral communication skills.
- Self-disciplined, will have a strong sense of teamwork
- Time management and presentation skills with the ability to follow through on assigned duties independently within strict deadlines.
- Able to work independently, solve problems, and research issues is imperative.
- Proficient use of various office based software including Microsoft Office (Word, Excel and Power Point), online video-conferencing platforms (Zoom, Blue Jeans, Microsoft team).
- Knowledge of Treaty #3 First Nation traditions, cultures, and values and history.
- Extensive understanding of the diversity among First Nations and Ability to speak Anishinaabe language is an asset.
- Self-motivated and able to work independently with limited supervision in a fast paced environment.
- Ability to research information from various sources.
- Experience in legislation, policy development, and project coordination.
- Strong writing skills for various documents.
- Analytical and statistical skills.
- Excellent communication, time management, and presentation skills.
- Proficiency in Microsoft Office and online video-conferencing platforms.
- Knowledge of Treaty #3 First Nation traditions and values.
- Ability to work independently and solve problems.
- Valid G Class Driver's License and access to a reliable vehicle.
- Current, valid vulnerable sector criminal records check.
- Willingness to travel as required.

Working Conditions:

- Work week: 5 days, Monday to Friday, starting at 9:00am 4:30pm.
- Entitled to one hour of unpaid time for lunch and two paid fifteen-minute breaks.
- Frequently exposed to noise and a regular flow of people around the office.
- Frequently assigned to changing priorities.
- May be required to work extra hours and will receive compensatory time off.
- Must have valid driver's license, in good standing and a reliable vehicle.
- Must have a clear criminal records/vulnerable sector check is required upon hiring.
- Must be able to travel on short notice. Travel may be required within Kenora and surrounding areas.
- Manual dexterity required to use desktop computer and peripherals.
- Interacts with public at large.

Please send cover letter, resume, and contact information for 3 references to the attention of:

Human Resources Department
Grand Council Treaty #3
P.O. Box 1720, Kenora, Ontario P9N 3X7
Email: hr@treaty3.ca

We want to thank all candidates in advance for their interest in this position; however, only those being considered will be contacted. At Grand Council Treaty #3, we value each individual's unique skills and experiences and are committed to creating and maintaining an inclusive and accessible environment for everyone. If you require accommodation during the recruitment and selection, advise Human Resources when applying for the position.