



GRAND COUNCIL TREATY #3 EMPLOYMENT OPPORTUNITY

Position Title: Education Policy Analyst
Position: Existing Position
Salary: \$65,000.00 – 70,000.00
Location: Kenora, ON – (In Office)
Closing Date: July 20, 2026

Overview:

The Grand Council Treaty #3 Education Policy Analyst supports the Grand Council and Grand Council Treaty #3 Representative Services Inc. by delivering research, analysis, and written products that strengthen Treaty #3 education priorities. The position analyzes federal and provincial education policy and assesses impacts on Treaty #3 First Nation communities, with a primary focus on advancing Treaty #3 education policy development in support of the Education Director and the Education Unit. This includes conducting research, tracking progress, developing recommendations, and engaging the appropriate stakeholders to ensure policy reflects Anishinaabe perspectives and is grounded in Anishinaabe methodologies, frameworks, and the Anishinaabe paradigm. The role produces briefing notes, policy briefs, and technical information; supports resolutions work; and provides technical support to advance Treaty #3 education jurisdiction and the treaty right to education. This is a full-time, office-based position located in Kenora, Ontario.

Duties and Responsibilities:

- Treaty #3 Education and Anishinaabe Policy Development (Primary).
- Relationships and Representation.
- Policy Research, Monitoring, and Impact Analysis.
- Briefing, Writing, and Knowledge Products.
- Resolutions, Working Groups, and Historical Tracking.
- Community Data, Priorities, and Proposal Development.
- Planning, Workplans, and Reporting.
- Project and Meeting Support.
- Administrative and Internal Support.

Qualifications:

- Completion of a university degree (baccalaureate) and three (3) years of related experience, or an advanced/professional degree and two (2) years of experience in related policy work.
- Proficient spoken and written English; fluency in Anishinaabemowin and the ability to work comfortably in Anishinaabe language contexts is considered an asset.

- Strong analytical, research, writing, and presentation skills.
- Strong organizational skills and sound judgment, with the ability to prioritize, track multiple files, and meet deadlines in a fast-paced environment.
- Proficiency with Word, Excel, PowerPoint, and Outlook.
- Punctual, meticulous, and reliable; demonstrates professional and courteous conduct.

Please send a 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: careers@treaty3.ca

We thank all those who apply. Only applicants selected for an interview will be contacted. Submission of a criminal record check is required prior to the offer of employment. **We at Grand Council Treaty 3 are committed to transparency in our hiring process and do NOT use AI in the screening process.**