

National Family and Survivors Circle Inc

Job Description



NATIONAL FAMILY AND SURVIVORS CIRCLE
Nothing About Us, Without Us

Job Title:	Policy Analyst & Technical Writer	Hours of Work:	8:30am-4:30pm
Classification:		Reports to:	NFSC Inc Chair/President
Department:		Staff Supervised:	
Location:	Headingley, Manitoba	Probationary Period:	3 months

POSITION SUMMARY

The Policy Analyst & Technical Writer at the National Family and Survivors Circle (NFSC Inc) plays a crucial role in advancing our mission to support and empower families of Missing and Murdered Indigenous Women, Girls, and 2SLGBTQIA+ people (MMIWG2S+), and survivors of gender- and race-based violence. This position involves conducting in-depth research and analysis on policy issues, developing evidence-based policy recommendations, and producing high-quality written materials that communicate complex information clearly and effectively. The Policy Analyst & Technical Writer will collaborate with internal teams and external partners to shape and promote NFSC Inc's advocacy initiatives for implementation of the 231 Calls for Justice, the National Action Plan on MMIWG2S+ (including the contribution of the NFSC), the Federal Pathway, and accountability mechanisms through decolonized approaches and a gender-based lens, to end all forms of gender and race-based genocide against Indigenous women, girls, and gender-diverse people. This role requires strong analytical skills, exceptional writing abilities, and a deep understanding of social justice and advocacy work. The ideal candidate will be detail-oriented, proactive, and committed to amplifying the voices and experiences of families and survivors to influence systemic change.

QUALIFICATIONS

Education

- Bachelor's degree in Indigenous Studies, Public Policy, Political Science, Social Science, Law, or related field.

Experience

- Minimum of 6 years of experience in policy analysis, research, or related field, with a focus on social justice, human rights, or Indigenous issues.

Knowledge, Skills and Abilities

- Strong research and analytical skills, with the ability to synthesize complex information and develop evidence-based policy recommendations.
- Excellent writing and editing skills, with demonstrated experience producing clear, concise, and compelling written materials for diverse audiences.
- Knowledge of Canadian government structures, legislative processes, and policy-making mechanisms.

Policy Analyst & Technical Writer

June 2024

Page 1 of 3

- Knowledge of Indigenous rights, gender-based violence, the 231 Calls for Justice, the National Action Plan on MMIWG2S+ (including the NFSC contribution), the Federal Pathway, and issues facing Indigenous women, girls, and 2SLGBTQQIA+ people in Canada.
- Ability to work independently and collaboratively in a diverse, fast-paced environment, with strong attention to detail and ability to meet deadlines.
- Commitment to NFSC Inc's mission and values, with a passion for social justice and advocacy.

DUTIES AND RESPONSIBILITIES

- Conduct research and analysis on policy issues related to Missing and Murdered Indigenous Women, Girls, and 2SLGBTQQIA+ people, as well as gender- and race-based violence.
- Research, analyze, and develop policy and legislative recommendations related to the implementation and monitoring of the 231 Calls for Justice and eliminating all forms of violence against Indigenous Women, Girls, and 2SLGBTQQIA+ people.
- Monitor legislative and regulatory developments at the federal, provincial, and territorial levels including trends in policy, legislation, programs and services, and funding that impact NFSC's advocacy priorities.
- Collaborate with internal and external stakeholders to build alliances, develop policy recommendations and advocacy strategies to strengthen collective efforts.
- Draft and review written materials, including reports, briefs, fact sheets, and policy documents, ensuring accuracy, clarity, and alignment with NFSC Inc's mission and values.
- Translate complex policy concepts and technical information into accessible language for diverse audiences, including policymakers, advocates, and the general public.
- Assist with the preparation of submissions to government consultations, parliamentary inquiries, and public hearings.
- Support NFSC Inc's communications efforts by providing content for newsletters, website updates, social media posts, and other communication channels.
- Stay informed about emerging research, best practices, and trends in policy analysis and advocacy related to NFSC Inc's areas of focus.
- Represent NFSC Inc in meetings, conferences, and other forums as needed to promote our policy priorities and engage with stakeholders.

ADDITIONAL INFORMATION

At the NFSC Inc, we are committed to creating a diverse, inclusive, and equitable workplace where all employees feel valued, respected, and supported. We offer competitive compensation and benefits packages, including opportunities for professional development and growth.

Policy Analyst & Technical Writer

June 2024

Page 2 of 3

IMPORTANT CONSIDERATION

This position requires engagement with sensitive topics related to gender-based violence and the crisis of Missing and Murdered Indigenous Women, Girls, and 2SLGBTQQIA+ people, which may be triggering. Candidates should be prepared for the emotional aspects of this work, approaching it with resilience, care, and a commitment to healing and advocacy.

SIGNATURE

By signing below, you affirm your understanding and acceptance of the responsibilities and expectations outlined in this job description. Your signature signifies your commitment to contributing to the mission and values of the National Family and Survivors Circle Inc (NFSC Inc).

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Employee Signature

Date

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Employer Signature

Date

Original to Human Resources
Copy to Supervisor
Copy to Employee