

# POLICY ANALYST & TECHNICAL WRITER



**NATIONAL FAMILY AND SURVIVORS CIRCLE**  
*Nothing About Us, Without Us*

The National Family & Survivors Circle Inc (NFSC Inc) is a leading non-profit advocacy organization dedicated to supporting families of **Missing and Murdered Indigenous Women, Girls, and 2SLGBTQIA+ people (MMIWG2S+)**, as well as survivors of gender- and race-based violence. Our mission is to advocate for the implementation of the 231 Calls for Justice, empower families and survivors, amplify their voices, and advocate for systemic change to address the root causes of violence and injustice. Through our strength, resilience, and lived expertise, we strive to create a future where all families and survivors are supported, heard, and valued as self-determining Rights Holders with lived experience and expertise.

The **Policy Analyst & Technical Writer** at the **NFSC Inc** plays a crucial role in advancing our mission to support and empower families of **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 Inc**), 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.

## DUTIES AND RESPONSIBILITIES

- Conduct research and analysis on policy issues related to **MMIWG2S+**, 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 2SLGBTQIA+ 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 Inc's** advocacy priorities.
- Collaborate with internal and external stakeholders to build alliances, develop policy recommendations and advocacy strategies to strengthen collective efforts.
- Stay informed about current events, policy changes, and emerging issues.
- 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.
- Present research findings and technical information to senior leadership, external stakeholders, and at public events as needed.

Interested candidates are invited to submit a resume, cover letter, and samples of curriculum materials or educational resources they have developed to [recruitment@familysurvivorscircle.ca](mailto:recruitment@familysurvivorscircle.ca)

### Deadline to apply:

**May 9, 2025, by 4:30 pm CST.**

**Position location: Headingley, Manitoba.**

**Salary range: \$85,000 to \$90,000, depending on qualifications and experience.**

## EDUCATION/EXPERIENCE

- Bachelor's degree in Indigenous Studies, Public Policy, Political Science, Social Science, Law, or related field.
- Minimum of 6 years of experience in strategic communications, public relations, or related field, with a proven track record of success in developing and implementing communication strategies, data collection, and analysis.

## KNOWLEDGE, SKILLS AND ABILITIES

- 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 2SLGBTQIA+ people** in Canada.
- Experience working with Indigenous communities and familiarity with Indigenous cultures, traditions, and a commitment to cultural humility.
- 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.
- Ability to work independently and collaboratively in a diverse, fast-paced environment, with strong attention to detail and ability to meet deadlines.