



SASAMANS SOCIETY

Mailing Address: PO Box 221 | Campbell River, BC | V9W 5B1

Job Posting

Position: Policy Analyst

Expected start date: September/October (on annual contract basis)

Salary: Commensurate with experience

Deadline to apply: August 26th, 2011

Interview date: Sept 7th, 2011

Sasamans Society is seeking a dynamic individual to join our team in a part-time (21hrs/wk) contract capacity. The successful candidate must enjoy challenges and have an outgoing and professional personality. Preference will be given to someone of Aboriginal ancestry.

The position requires someone who is extremely organized, has strong communication skills in both verbal and written; is a team player and has experience working with First Nations Communities and Ministry of Children & Family Development (MCFD) in policy development.

Duties & responsibilities:

- Drafts a full range of policy documents including position papers and briefing notes
- Review and analyze existing policies
- Research policies applicable to agency
- Serves as a lead writer
- Build relationships with MCFD and agency constituents
- Provide policy advise to board of directors
- Draft protocol agreements

Knowledge and Experience:

- Degree or diploma with emphasis in policy and/or equivalent combination of experience and education
- Experience in development of policies and protocol agreements
- Demonstrated experience in working with Aboriginal agencies and MCFD
- Knowledge of child and family service related policies in both provincial and federal

Please send your cover letter and resume attention Pauline Janyst, edsasamans@shaw.ca