



MÉTIS NATION
BRITISH COLUMBIA

www.mnbc.ca

#380 - 13401 108 Ave,
Surrey, B.C., V3T 5T3

Phone: 604-557-5851
Toll free: 1-800-940-1150

EARLY LEARNING & CHILD CARE POLICY ANALYST - #23-018

Ministry of Education

Position: Permanent Full-Time (37.5 hours per week)
Location: Hybrid/Provincial office - Station Tower (13401 - 108th Avenue, Surrey)
Closes: Posting will remain open until filled and will close without notice



MNBC's *KAA-WIICHIHITOYAAHK* (We take care of each other) initiatives offer employees a competitive total compensation package including:

- comprehensive group benefit package or health-care spending account and enrollment in the Municipal Pension Plan
- 15 paid days per year for statutory and cultural days (Indigenous Peoples Day, Truth and Reconciliation Day, & Louis Riel Day)
- carpool, parking & public transit subsidies (Provincial Office only)
- educational spending account and professional development allowances to provide annual funding to continue lifelong learning and skills upgrade.
- remote workplace supports.
- internal advancement & redeployment opportunities

ABOUT MÉTIS NATION BRITISH COLUMBIA

Métis Nation British Columbia (MNBC) develops and enhances opportunities for our Métis communities by implementing culturally relevant social and economic programs and services. Through teamwork, respect, dedication, accountability, integrity, and professionalism, MNBC strives to build a proud, self-governing, sustainable Nation in recognition of inherent rights for our Métis citizens, assisting in the delivery of services based on policy, process, and specified regulations.

ABOUT THE OPPORTUNITY

Reporting to the Executive Director of Education: Early Learning K-12 or their delegate, the primary objective of the role is to lead and coordinate the research, analysis, development, implementation, and evaluation of strategic policies and legislation to support MNBC's Ministry of Education.



KEY DUTIES AND RESPONSIBILITIES

- Monitoring, identifying and analyzing legislative developments and government priorities that could affect MNBC's organizational and Ministry objectives.
- Conduct research to determine which trends may positively or negatively impact the Ministry of Education.
- Prepares briefing and material packages, including advice and recommendations regarding the work of the Ministry, and its Provincial and Federal counterparts.
- Compile research, data, statistics, investigation of facts, and other information to support the strategy and goals of the Ministry.
- Working collaboratively with colleagues to coordinate their participation in government meetings and briefings as appropriate.
- Writing, reviewing, evaluating and approving documents, briefs and reports.
- Assist in writing draft policies and procedures by assembling and organizing information.
- Assist with planning, scheduling, monitoring and reporting on project activities to ensure the overall achievement of activities and deliverables are met.
- Preparing meeting materials and minutes and follow up on action items arising out of meetings, to ensure timely and accurate completion.
- Prepare a variety of progress reports of the various Ministry initiatives.
- Liaise with internal and external stakeholders, and meet with special-interest groups and individuals, as needed, including educating relevant stakeholders about MNBC's key messages/strategies per 2021-2024 Strategic Plan.

THE IDEAL CANDIDATE

- Degree or diploma in political science, public administration, business administration, or related field.
- Minimum of two (2) years of experience in the development of policy, regulation, and/or legislation in the Early Learning and Child Care or social policy sector.
- Combination of relevant experience, education, and training will be considered.
- Knowledge and/or awareness of the historical and contemporary contributions made by Métis people in B.C.
- Knowledge of relevant Early Learning and Child Care legislation and provincial and federal political systems and processes.
- Experience in planning, coordinating, and completing complex projects/assignments.
- Experience in concisely and persuasively writing a variety of documents and content.
- Experience leading components of major projects/initiatives.
- Experience navigating challenging stakeholder interactions.
- Experience leading work groups/committees and providing administrative support.
- Proven ability to handle sensitive information in a confidential manner.
- Demonstrated ability to effectively communicate both verbally and in writing.
- Ability to lead, problem-solve and utilize team-building skills.
- Proven ability to utilize strong interpersonal skills to deal with others effectively.
- Proven ability to prioritize tasks, meet deadlines, and work with minimal supervision.
- Proven ability to utilize, adapt and embrace new technologies, including Office 365 and other database/software required by the role.



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OTHER COMMENTS

- Other duties may be assigned as needed to help ensure the efficient operation of MNBC.
- There will be a need to attend meetings and events which may require work and travel outside of normal business hours.
- Ability to provide a satisfactory Criminal Record Check.

The above requirements are what MNBC is seeking in the ideal incumbent at the time of posting and are subject to change based on needs.

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants who self-identify as Indigenous (First Nation, Métis or Inuit). All qualified candidates are encouraged to apply.

PLEASE NOTE THAT CANDIDATES MUST APPLY using “**Early Learning & Child Care Policy Analyst - #23-018**” in the subject line of the email. Please send your resume and cover letter to:

Sharlene Wedel
Executive Director, Ministry of Education
Métis Nation British Columbia
Email: swedel@mnbc.ca