



# Coalition of Hamilton Indigenous Leadership

Improving Indigenous services.  
Advancing Indigenous voices.

## INDIGENOUS POLICY ANALYST

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The Coalition of Hamilton Indigenous Leadership (CHIL) is hiring an **Indigenous Policy Analyst** to support policy development and research activities, uplifting the Indigenous community of Hamilton. The focus of this role is on Indigenous homelessness and related issues.

**Timing of Employment:** October 1<sup>st</sup>, 2025, through March 31<sup>st</sup>, 2026, *possible extension beyond March 31<sup>st</sup>, 2026*  
(Full-time, up to 35 hours per week)  
**Rate:** \$30/hr  
**Deadline:** Open until filled

- Job Description:**
- **Policy Development:** Identify and analyze local, regional, and national policies affecting urban Indigenous communities to draft policies, briefings, reports, etc.
  - **Research & Data Analysis:** Gathering and analyzing data about the Indigenous community of Hamilton from sources such as local Indigenous agencies, Hamilton agencies, Statistics Canada, Open Hamilton, local First Nations, etc. Analyze data to identify and interpret trends, gaps, opportunities, etc.
  - **Communications:** Indigenous community engagement through in-person gatherings, virtual activities, etc. to communicate policy recommendations and research findings. Collaborate with other staff, researchers, etc.
  - **Knowledge Translation and Mobilization:** Contribute to the planning and publishing of reports, presentations, community updates, etc.
  - **Administrative:** Maintain organized physical and virtual data filing systems to ensure easy access to records and information. Prepare, revise, and manage documents using

Microsoft Office, Adobe and related software. Support scheduling, correspondence and day-to-day office operations to ensure smooth workflow across projects.

**NOTE:** The ideal candidate will self-identify as Indigenous (First Nations, Inuit, or Métis), have completed or be in the process of completing a relevant postsecondary program, and is passionate about Indigenous community-driven research.

Knowledge of the Indigenous urban community of Hamilton as well as of Haudenosaunee and Anishinaabe cultural knowledge is an asset to this role.

- Qualifications:**
- Post-secondary education in Indigenous Studies (or related field) and/or combination of professional and personal experience.
  - Demonstrated ability to analyze reports, publications, etc. and develop evidence-based recommendations.
  - Experience and knowledge in data collection and analysis of housing, homelessness, and related policy issues.
  - Demonstrated ability to work independently and collaboratively.
  - Excellent communication skills with strong written abilities and proficiency in preparing and delivering oral presentations to a variety of audiences.
  - Strong interpersonal skills with sound judgement.
  - Proficiency in computer applications such as Microsoft Office, Zoom, research databases, etc.
  - Knowledge of homeless programs and services is considered an asset.

Proficient use of MS Office, Zoom, and other administrative and research applications and platforms is required.

**Work Environment:** CHIL operates a hybrid work environment. The selected candidate will have the opportunity to work from home but must be able to work regularly from the CHIL office in Hamilton.

**To apply:** Please submit your CV/resumé and a short introduction reflecting on the talent you bring to the work of CHIL to:

[admin@chileadership.com](mailto:admin@chileadership.com)

## About the Coalition of Hamilton Indigenous Leadership:

CHIL is a collaborative of Indigenous organizational leaders, founded on respect and wisdom. We are a funding flow-through agency that receives federal, provincial, and municipal funds to support strategic, city-wide planning that helps Indigenous peoples thrive in Hamilton.

We respond to the needs of the Indigenous community by supporting our member agencies, including the Hamilton Regional Indian Centre, De dwa da dehs nye>s Aboriginal Health Centre, Sacajawea Non-Profit Homes Inc., Native Women's Centre, NPAAMB – Indigenous Youth Employment & Training and Ontario Aboriginal Housing Services Inc.

CHIL's hiring preference will be given to qualified Indigenous candidates in accordance with Section 16(1) of the Canadian Human Rights Act and Section 7 of the Employment Equity Act.

***First Nations, Inuit, and Métis candidates will be given priority, please self-identify.***

CHIL is committed to inclusive and accessible employment practices. If you require accommodations to fully participate in our application and hiring process, please contact the CHIL Administrative Assistant at [admin@chileadership.com](mailto:admin@chileadership.com) or (289) 808 – 8835.

**To learn more about CHIL, please visit: [www.chileadership.com](http://www.chileadership.com)**