

ONEIDA NATION OF THE THAMES

ONEIDA ADMINISTRATION OFFICE

2212 ELM AVENUE, RR #2

SOUTHWOLD, ONTARIO

N0L 2G0



TELEPHONE: (519) 652-3244

FAX: (519) 652-2930

JOB POSTING

Position: Governance Policy Analyst
Term: Permanent Full-Time
Division: Political Office
Salary: Competitive salary range
Hours: 35 hours per week, must be flexible to work days, evenings, weekends and statutory holidays.

Posting Date: July 21, 2026

Closing Date: August 4, 2026

JOB SUMMARY:

The **Governance Policy Analyst** will be responsible for supporting advocacy priorities and policies of Oneida Nation of the Thames. The individual will be responsible for monitoring and analyzing policy initiative at the provincial and national level that could have an impact on the rights and interest of Oneida. The Policy Analyst will also provide technical advice and articulate complex ideas and information concisely for supervisor and/or Chief and Council. The individual will research and prepare a variety of written documents including but not limited to briefing notes, speaking points and work plans as required. The incumbent will assist in support and advancing Oneida's political interests.

EDUCATION:

1. Post-Secondary Degree in a related field of study such as Political Science, Social Science or Indigenous Studies.

EXPERIENCE:

1. 1-2 years of relevant experience or equivalent combination of education and experience.
2. Minimum of 1 year experience working with First Nations or an organization focused on advocacy or policy development.
3. Experience in conduction research, analyzing information, and policy experience related to matters of priority to First Nations.
4. Ability to distill large amounts of information in a concise manner that is easy to understand.
5. Must have knowledge and understanding of First Nations culture and issues.
6. Strong written and verbal communication skills.
7. Must have knowledge of Microsoft Office (Word, Excel, Power Point)
8. Must be able to multi-task effectively while working under pressure with tight deadlines.
9. Ability to collaborate and work as part of a team and work independently with minimal supervision.
10. Excellent organizational, planning and time management skills.
11. Preference will be given to candidates with experience in the community or similar roles with other organizations, institutions, or governments.
12. Ability to speak French or an Indigenous language is an asset.

MANDATORY DOCUMENTATION WITH APPLICATION:

1. A cover letter addressing the qualifications listed above **must** be included with your application.
2. Resume.

REQUIREMENTS PRIOR TO STARTING EMPLOYMENT:

1. The successful candidate must submit a Criminal Record check (completed within a 30-day timeframe), **at their own expense**.
2. The successful candidate must submit a copy of applicable educational qualifications (certificates, diplomas, degrees, etc.).

Please submit all mandatory documents electronically to hr.recruitment@oneida.on.ca or 2212-A Elm Avenue, Southwold Ontario, N0L 2G0

- Late applications will not be accepted
- We thank all those for applying but only those selected for an interview will be contacted.
- Oneida Nation of the Thames gives hiring preference to qualified First Nation applicants, with first preference to qualified Oneida Nation of the Thames members. Applicants wishing to be considered under this preference are encouraged to self-identify in their application.
- Oneida Nation of the Thames is guided by Skaná Teyukwalihwayenawakhuti "We will work together in peace" and is committed to supporting the preservation and use of the Oneida language and cultural practices.
- Oneida Nation of the Thames is committed to workplace diversity and will provide accommodations to applicants with disabilities throughout the hiring process. To request accommodations, please contact Human Resources at hr.recruitment@oneida.on.ca

To request a full job profile, contact the Human Resources Department at 519-652-3244 ext. 826 or by email hr.recruitment@oneida.on.ca.

"People of the Standing Stone"

www.oneida.on.ca