

## JOB POSTING

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<b>POSITION TITLE:</b>	Researcher / Policy Intern
<b>REPORTS TO:</b>	Manager of Research and Policy
<b>CLASSIFICATION:</b>	Short-Term Intern: Immediate to September 2, 2023
<b>SALARY:</b>	\$21.01/hr. up to a maximum 35hrs per week
<b>LOCATION:</b>	Toronto, Ontario
<b>POSTING DATE:</b>	June 27, 2023
<b>CLOSING DATE:</b>	July 4 , 2023

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Reporting to the Manager of Policy and Research, the Researcher/Policy Intern will support the work of the Policy and Research Unit across all its portfolio while gaining and expanding on existing skills in research, policy analysis, policy and program evaluation, stakeholder engagement, drafting of policy papers and reports and all other activities as assigned.

The Policy and Research Unit at ANCFSAO works closely with our member Indigenous Child and Family Wellbeing Agencies across Ontario, provincial and federal governments and other stakeholders to conduct research, assess policies and programs, identify gaps and needs and recommend evidence-based solutions to influence and provide support on a wide range of child welfare initiatives aiming to improve outcomes for Indigenous children, youth and families receiving services from the child welfare and Indigenous child wellbeing service providers.

### KEY JOB FUNCTIONS

- Conduct research on a variety of topics, as assigned.
- Monitor various news and other sources to note legislative and regulatory developments impacting child and family service delivery.
- Drafting a range of products, including:
  - Environmental scans, statistical analysis summaries and best practice reports
  - Summary Reports
  - Information and briefing notes
- Attending and supporting consultations and engagements, including outreach, scheduling of consultations, dissemination of materials to participants, note taking.
- Representing the Association at sector events, as required
- Supporting member agencies with identified needs such as inquiries and information collection, training and other technical supports as requested

### QUALIFICATIONS

#### Preferred Education and Experience

- Must be currently enrolled in, or recently graduated from, a college, university or another comparable educational institution and/or program in the field of social work, organizational behavior, public policy, behavioral economics, organizational psychology, public administration, or a related field, or similar.
- Experience within a human services program, policy research organization, or foundation (preferably in prevention or child welfare protection).

- Knowledge Requirements
- Knowledge of policy analysis
- Knowledge in conducting research and collection and reporting of data.
- Understanding of Indigenous, provincial, and federal governance structures, lawmaking and regulatory frameworks
- Understanding of policy development processes
- Writing of different types of communications based on subject matter, objective, and target audience.
- Understanding of historic and current issues impacting Indigenous peoples

### **Skills and Abilities**

- Advanced verbal and written communication skills
- Strong interpersonal, collaboration and relationship skills
- Strong critical thinking and analysis skills
- Ability to work independently and in a team.
- Demonstrated ability to plan, organize and prioritize a varied workload in a fast-paced environment.
- Highly motivated problem-solver with the ability to identify and resolve challenges both autonomously and collaboratively.
- Excellent computer skills including Microsoft Office Software

### **Working Conditions and Location**

- The role is a hybrid position and requires a suitable home office set up.
- Travel is required across Ontario for meetings and stakeholder consultations. A valid Driver's License and safe driving record as well as access to a reliable vehicle is preferred.
- Clear Police Records Check is required.
- Vulnerable Sector Check may be required.

All employees with the Association of Native Child and Family Services of Ontario (ANCFSAO) are required to follow the Mission, Vision, and Values of the organization in all circumstances.

### **TO APPLY**

Please email with the Subject Line, "*Researcher/Policy Intern*", along with the following items to [HRGeneral@ancfsao.ca](mailto:HRGeneral@ancfsao.ca) by 4:00 p.m. (EST) on July 4, 2023:

- A cover letter outlining why you are the most qualified candidate for this role including your experience working directly with First Nations, Inuit and Métis Peoples, Communities and Organizations.
- Resume (include 3 work related references).

Incomplete applications will not be considered. Only those selected will be contacted for an interview. Please note that preference will be given to qualified First Nations and Aboriginal applicants. **Please self-identify.** We welcome and encourage applications from people with disabilities. Accommodation is available on request from candidates taking part in all aspects of the selection process.

Our Agency is committed to an inclusive and barrier-free environment for all our candidates and employees. Should you at any time have an accessibility need or have any questions regarding the recruitment process, please contact [HRGeneral@ancfsao.ca](mailto:HRGeneral@ancfsao.ca) .