Job Posting: Junior Policy Analyst

May 2018

The Canadian Aboriginal AIDS Network (CAAN) provides a National forum for Aboriginal Peoples to holistically address HIV and AIDS, HCV, STBBIs, TB, Mental Health and related co-morbidity issues; promotes a Social Determinants of Health framework through advocacy; and provides accurate and up to date resources on these issues in a culturally relevant manner for Indigenous Peoples wherever they reside.

Canadian Aboriginal AIDS Network (CAAN) is accepting applications for a Junior Policy Analyst position. This is a one-year full-time contract with potential for extension. Reporting to the Chief Executive Officer (CEO), and the Director of National Programs and Communications (DNPC), the Junior Policy Analyst works closely with the management team and supports all aspects of the CAAN operations.

Location: Vancouver, BC on the Musqueam First Nation reserve

Responsibilities:
Office and Human Resources Management:

- Ensure day-to-day operations are efficient and effective.
- Respond to staffing needs and oversee sign-on package: paperwork, keys, phone setup, security etc.; ensure training & orientation, office policy and procedures, forms (expense, timesheets, reporting, etc.) are in place and delivered.
- Monitor workplans and ensure all reporting requirements are met.
- Hire, train and supervise summer students to provide mentorship and support CAAN programming.

Programs and Communications Oversight:

- Health proposal development and program design, including the integration of research and evaluation outcomes into program planning.
- Manage workplans and ensure all reporting requirements are met, recognizing that national steering committees and community advisory bodies provide the organization a member-check and accountability function.
- Oversee and cause to be conducted, all communications and social marketing activities, such as newsletter production, website maintenance, publication formatting, proofreading, printing, translation into French & Inuktitut, Aboriginal AIDS Awareness Week, etc.
- Oversee and cause to be conducted all social marketing activities, including production and placement of public service announcements for television, radio and/or print.
- Coordinate project administration: develop steering committees, coordinate meetings, develop agendas and minutes, and support development of project tools and outputs.

- Establish work priorities, delegate work to other staff, and ensure deadlines are met and procedures are followed.
- Liaise with funders and draft or collect reporting documents for review by management.
- Liaise with contractors including evaluators to support and inform evaluation processes.

External Contract & Consultant Management:

- Liaise with consultants (fundraising, evaluation, communications, etc.) to provide necessary tools, information, and guidance to fulfill their contracts.
- Develop requests for proposals for external contractors, as required.

Organizational Representation:

- Lead the development of position statements, briefs and other reports.
- Compile and analyze qualitative and quantitative information provided by private and public health care institutions and organizations and produce reports, policy briefs and fact sheets.
- Assist in developing policy by reviewing relevant literature, conducting interviews, collecting and analysing statistical data, and providing advice to senior managers on issues such as health promotion, regulation, standards and financing
- Respond to internal and external program and policy information requests.
- Ensure effective planning and hosting of the annual general meeting, skills-building forum, Aboriginal People living with HIV/AIDS Caucus and other Gatherings, as well as any other meetings.

Financial Management:

- Contribute to annual operating budgets.
- Contribute to other budgets as required for the efficient operation of the organization.
- Contribute to quarterly budget reports as required.

Administrative/Operational:

- Structure weekly and monthly staff meetings.
- Respond to communications.
- Filing and photocopying.
- Develop and/or apply systems as required to ensure efficient operations are in place.
- Oversee and coordinate office administrative procedures and review, evaluate, and implement new procedures.
- Maintain project records and compile project reporting.

Business and/or Technical Writing:

- Write content for various materials including newsletter, social media content, and program development.
- Draft reporting for program funders.

Additional Responsibilities:

- Other related duties as required.

Working Conditions:

- This position is based in an office environment
- The Junior Policy Analyst is required to work overtime hours from time to time
- Travel is required outside usual office hours.

Qualifications:

- A bachelor's degree or college diploma in health science, public administration, or a bachelor's degree in social science.
- A graduate degree in health, social science or an administrative discipline.
- Excellent skills in written and verbal communication.
- Skilled in the use of Microsoft Office and Excel.
- Strong experience in financial administration, project management, reporting, and supervision of staff.
- Several years of experience or specialization in the field of Indigenous health
- Applications from Indigenous applicants are preferred however all applicants will be considered

To apply, please email a cover letter and resume to amym@caan.ca by **June 15, 2018 at 4pm PST**. Please address your cover letter to Ken Clement, CEO. No phone calls please.