

Canadian Aboriginal AIDS Network Job Posting: Policy Advisor May 2020

The Canadian Aboriginal AIDS Network (CAAN) provides a National forum for Indigenous 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.

CAAN is accepting applications for a Policy Advisor. This is a full-time position. Reporting to the Management team and working closely with the Directors of National Programs and Communications and Research and Policy, the Policy Advisor takes a central role in developing policy statements and resources to advance community action.

Location: National, To Be Determine

The Policy Advisor will be responsible for the research and analysis of information, consulting with key stakeholders, government officials and internal staff, the development of options and preparation of recommendations on a wide range of policy projects. Responsibilities will include the coordination and implementation of operational policies, programs and strategies necessary to support CAAN's overall projects, plans, strategies, objectives, and activities.

The ideal candidate will have demonstrated Core Competencies which include:

- Research and analysis skills, good decision making and judgement;
- Consultation, facilitation and engagement with diverse audiences;
- Well developed understanding of ethics and integrity to inform position statements;
- Time management, creative and innovative thinking;
- Strong communications skills;
- Commitment to continual learning, problem solving, accountability and dependability;
- Capacity to operate office equipment i.e. computers/printers, proficient in MS Word, Excel, PowerPoint, etc.;
- Planning and Organizing skills;
- Good energy & personal wellness plan to balance a high-performance workplace.

Duties include:

- Lead the development of effective policy advice requests and development processes orientated strategic
 policies and related materials;
- Provide policy expertise, identify gaps, and develop policies and recommendations that are aligned with CAAN's strategic priorities and objectives;

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Canadian Aboriginal AIDS Network Réseau Canadien Autochtone du SIDA $baC\Gamma$ aabbbbbc dhA A^{c} J DhALbhhc aabbbbc

- Work with CAAN's existing research and conduct new research and analysis, to provide interpretation of trends, challenges and opportunities;
- Establish and maintain internal and external stakeholder relationships;
- Develop options to address issues and recommend viable policy solutions;
- Prepare presentation decks, briefing notes and related materials to support policy initiatives and executive decisions;
- Provide responses to policy issues arising from stakeholders and the public in the form of position statements, fact sheets, and recommendations;
- Deliver policy advice and/or briefings to CAAN senior management and executive, regarding strategic policy renewal and emerging issues.

Qualifications:

- A university degree or college diploma in a discipline related to Indigenous health or policy specifically and/or combination of Education and work experience;
- Project management experience an asset;
- Willing and able to travel;
- Experience working with diverse Indigenous communities;
- Experience and interest in Indigenous health, particularly sexual health;
- Applications from Indigenous applicants are preferred however all applicants will be considered.

To apply:

Please email a cover letter and resume to teao@caan.ca by May 14, 2020. Please address your cover letter to Margaret Kisikaw Piyesis CEO. No phone calls please.

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