



Manitoba Keewatinowik Okimakanak Inc.

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EMPLOYMENT OPPORTUNITY

Policy Analyst

Full Time Term to March 31, 2026 – Winnipeg, MB

Manitoba Keewatinowik Okimakanak Inc. (MKO) is seeking a highly dynamic and versatile Policy Analyst to join our Political Team. The role is designed for a proactive individual who is confident in navigating across a variety of fields and disciplines of political interest to MKO. The successful candidate will contribute to the research, analysis, and policy development initiatives that advance the political, social and economic priorities as identified by the Chiefs in Assembly.

Role and Responsibilities

Policy Research & Analysis:

- Conduct comprehensive research on legislative, political, socioeconomic and First Nation issues.
- Analyze data from multiple disciplines to inform policy and political strategy recommendations.
- Develop clear, evidence-based reports and briefings that translate into actionable pathways.

Multifield Support:

- Provide support across diverse policy areas including, but not limited to, governance, economic development, cultural priorities, climate leadership, justice, health, and community wellness.
- Assist in identifying emerging trends and policy shifts that could impact MKO Nations.
- Collaborate with senior staff to ensure analyses are thorough and address desired perspectives.

Stakeholder Engagement & Communication

- Liaise with government agencies, First Nation leaders, and partner organizations to gather information and share insights.
- Prepare presentations, briefings, draft correspondence for internal and external audiences.
- Represent MKO in meetings and public forums as required.

Administrative & Operational Support:

- Assist in maintain policy tracking system and relevant documentation.
- Coordinate schedules, meetings, research activities to ensure efficient time management and organizational priorities.
- Provide general support to the political team.
- Other duties as assigned.

Education and Experience

- Bachelor's degree in Public Policy, Political Science, Indigenous Studies, Economics, or a related field (Master's degree is an asset).
- Demonstrated experience in policy research or analysis through professional work, internship, or academic projects.
- Ability to work across multiple fields and disciplines, adapting quickly to new challenges.
- Experience working with First Nations or Indigenous organizations is highly valued.
- Strong research and technical skills with an aptitude for gathering and synthesizing information.
- Excellent written and verbal communication skills, with ability to clearly present complex information
- Exceptional organizational skills and the ability to manage multiple tasks simultaneously.

- Ability to adapt to a rapidly changing environment.
- Valid Class 5 Full drivers' license and access to a reliable vehicle.
- Ability to travel and work flexible hours as required.
- Ability to travel by air, road, boat, skidoo and other means as necessary.
- Proficient computer skills and the ability to use Microsoft Office, Excel, Power point and Outlook.
- Satisfactory Criminal Records Check and Child and Adult Abuse Registry Checks.
- Produce a satisfactory criminal record, child and adult abuse registry and vulnerable sector checks.

Salary is dependant upon qualifications and experience

Interested applicants are invited to submit their cover letter identifying the position applying for and resume, along with 3 professional reference listings (include a most recent employer reference) by 4:00 p.m. on April 4, 2025 to:

Human Resources at employment@mkonorth.com

We thank all who apply and advise that only those selected for further consideration will be contacted. Preference will be given to qualified First Nations applicants; applicants are encouraged to self-declare in their resume or cover letter. No phone calls will be accepted.

Incorporated in 1981 as the Manitoba Keewatinowí Okimakanak (MKO). MKO is a non-profit, political advocacy organization that provides a collective voice on issues of inherent, Treaty, Indigenous, and human rights for citizens of the 26 sovereign First Nations we represent. The MKO First Nations are signatory to Treaties 4, 5, 6, and 10.

Please visit our website at mkonation.com