

Deena Michaels, Ch.E

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Jenna Dubois
Director of Research & Policy
First Nations Education Steering Committee
West Vancouver, BC

Dear Jenna Dubois,

I am writing to express my interest in the Policy Analyst position at the First Nations Education Steering Committee (FNESC). As a non-Indigenous policy analyst with experience in Indigenous education, equity-focused program evaluation, and stakeholder engagement at both federal and provincial levels, I am deeply committed to supporting Indigenous communities through respectful collaboration and data-informed policy development.

My passion for inclusive education began in high school, where I volunteered with the Inner City Youth Engagement Program in Edmonton. I facilitated weekly cultural activities for over 40 Indigenous children and helped organize seasonal events with Elders and families, promoting storytelling and traditional knowledge sharing. These early experiences shaped my understanding of the importance of culturally grounded education and community-led initiatives.

While pursuing my Bachelor of Arts in Political Science and Economics at the University of British Columbia, I completed Weaving Relations, a non-credit course exploring Indigenous histories and settler colonialism. One moment that stood out was a class discussion on the intergenerational impacts of residential schools. Hearing firsthand accounts and reflecting on the legacy of these institutions helped me understand how policy decisions—past and present—can either perpetuate harm or foster healing. This experience deepened my commitment to reconciliation and highlighted the need for education systems that reflect Indigenous knowledge and priorities.

As a Policy Support Assistant with Employment and Social Development Canada, I contributed to internal policy briefs focused on Indigenous education and income security programs. I used plain, concise written language to summarize relevant issues and articulate why the recommendations were made. I also coordinated five stakeholder engagement sessions with First Nations and municipal partners, where I actively listened and provided high-quality, professional services during these engagements. We achieved 30% increase in participation comparing to last year. These experiences reflect my ability to support inclusive consultation processes and produce research-informed materials that align with FNESC's strategic priorities.

In my role as a Junior Policy Advisor with the Ministry of Families, Children and Social Development, I developed a performance indicator database that enabled my team to evaluate results from income assistance programs. I also contributed to review the data, identify gaps, and make evidence-based recommendations across these programs. I synthesized feedback, using both qualitative and quantitative analysis, from over 30 stakeholders—including First Nations leaders—into a 20-page policy report with actionable recommendations for culturally safe service delivery. This work mirrors FNESC's emphasis on data-driven decision-making and respectful collaboration with Indigenous communities.

FNESC's work is vital in supporting First Nations learners and transforming education systems to reflect Indigenous knowledge and priorities. I am passionate about contributing to this vision and believe my skills, values, and dedication to equity make me a strong fit for your team. Thank you for considering my application. I would welcome the opportunity to further discuss how I can support FNESC's goals.

Warm regards,
Deena Chan

Policy Analyst

First Nations Education Steering Committee - West Vancouver, BC

Join us to make a lasting impact! An excellent work-life balance is waiting for you!

As part of FNEESC's Policy department, the Policy Analyst will support a variety of initiatives and projects to advance First Nations education in British Columbia. The Policy Analyst will undertake qualitative and quantitative research to support policy, strategic decisions, and advocacy. The Policy Analyst will be responsible for developing various materials including briefing notes, presentations, and research products. The Policy Analyst will also support their manager in working with BC First Nations, government partners, and other education stakeholders to build relationships and advance organizational priorities.

Since 1992, FNEESC, led by a strong and diverse board of over 130 First Nations community representatives, has worked in partnership with the First Nations School Association (FNSA), and the Indigenous Adult Higher Learning Association (IAHLA). Communications, research, partnership-building, resource development and advocacy are all part of the work we do to advance issues in First Nations education.

What We Offer:

- **The salary for this position is \$65,083.00 per year;**
- Three (3) weeks of vacation as well as two (2) weeks of vacation at Christmas time (with the latter being subject to annual board approval);
- Well above-average benefits plan that is 100% paid for by FNEESC, that includes: extended health care, dental care, and vision care;
- Well above-average employer matched pension plan;
- The potential for partial work-from-home;
- Career advancement opportunities in a fast-growing organization (approximately 30% of current FNEESC employees have been promoted into their current role);
- Generous annual professional development subsidy;
- Generous wellness subsidy;
- 35-hour working week;
- Regular employee appreciation events such as our annual Summer Barbeque and Christmas Party; and
- Respectful work environment with a stellar work-life balance.

Duties and Responsibilities:

- Providing detailed policy advice to senior FNEESC staff, the FNEESC Executive, and the FNEESC Board of Directors;
- Planning, coordinating, and leading research and analysis projects on a range of First Nations education topics;
- Participating in the preparation of reports, business cases, briefing notes, presentations, meeting materials (e.g. agendas, kits) and correspondence. The Policy Analyst is usually the person who drafts these documents and then makes revisions based on the input of others;
- Identifying, evaluating, and recommending advocacy positions, as well as policy and program options through research and consultation;
- Working with key education partners to advance strategic priorities;
- Reviewing and assessing policy issues in other jurisdictions, ministries, and sectors consistent with FNEESC priorities and objectives;

- Interpreting quantitative and qualitative data and presenting the findings in an efficient, user-friendly manner to assist data-driven decision making;
- Developing data requests or querying data to address specific internal informational requests;
- Contributing to the development and implementation of information-sharing protocols with partner organizations;
- Assisting with meeting coordination;
- Preparing and delivering presentations;
- Providing direct support to staff working for First Nations.

What We're Looking For:

- **A minimum of a Bachelor's Degree in in a relevant field (Education, Political Science, Public Policy, or another field that highlights strong writing skills)**
- Previous experience working in research, analysis, and policy development is an asset, but is not required if relevant education is present;
- Demonstrable knowledge in any of the following: (1) social policy, (2) public policy, (3) education policy, or (4) First Nations history, culture, and education
- A passion and has genuine interest in providing high-quality, professional, and timely service to First Nations;
- Is able to articulate thoughts into written plain language, and produce clear, concise, and logical written material;
- Has a willingness and ability to actively listen to fully understand something. This includes, asking questions to clarify, using paraphrasing to ensure understanding, avoiding interrupting others, and minimizing distractions;
- Can be trusted to take ownership of responsibilities, and consistently performs their assigned duties/tasks with a high degree of quality;
- Works to mitigate professional errors, recognizing that these can have negative consequences for the organization.

We offer full-time meaningful work in a professional, friendly, and diverse office environment which is easily accessible by transit and right next door to Park Royal Mall. We enjoy having occasional lunches together as a team – pizza is one of our favorites.

This is a full-time, permanent position with most of the work being done between 8:30 a.m. and 4:30 p.m. However, the nature of this position is such that occasional work outside of those hours, including weekend work, may be required.

FNESC requires that all FNESC staff be fully vaccinated for COVID-19 for two reasons: First, because FNESC takes its responsibility to create and maintain a healthy workplace very seriously. And, second, because many of our staff attend First Nations communities in-person. Some First Nations have unique requirements and vulnerabilities related to communicable diseases like COVID-19, and FNESC always respects the needs of First Nations.

We thank everyone who applies for their interest in FNESC. Unfortunately, due to the volume of applications, we are only able to respond to those applicants who are selected for an interview. We cannot respond to telephone or email inquiries.

Please send your resume and cover letter to jobs@fnesc.ca

Educational Disclaimer

The sample resumes and cover letters provided are for educational purposes only. Please note the following:

- **Fictitious Content:** All names, job titles, and experiences included in these samples are entirely fictional. They do not represent real individuals or actual career histories.
- **Job Postings:** Each sample includes a job posting that was once publicly available online. These postings are included to demonstrate how to tailor application materials to specific roles. However, they may no longer be active or valid.
- **Learning Tool:** These materials are intended solely as a learning resource to help students understand effective job application writing strategies. If you have questions, please contact career.center@ubc.ca.