

Deena Michaels, Ch.E

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SUMMARY

Policy analyst with experience in Indigenous education, equity-focused program evaluation, and policy development at the federal and provincial levels. Skilled in stakeholder engagement, research synthesis, and data analysis. Passionate about advancing reconciliation and inclusive education. Fluent in English and French.

EDUCATION

Bachelor of Arts, Political Science and Economics

Sep 2019 – Apr 2024

University of British Columbia – Vancouver, BC

- Indigenous Governance and Policy (POLI 342): Drafted a policy brief evaluating the effectiveness of Indigenous language revitalization programs in BC schools, incorporating qualitative data from community consultations
- Social Policy Analysis (SOCI 378): Conducted a policy impact assessment of affordable housing initiatives on Indigenous communities, analyzing demographic and economic data to evaluate equity outcomes and service gaps
- Weaving Relations (Non-credit): Explored Indigenous histories and settler colonialism in Canada

RELEVANT EXPERIENCE

Policy Support Assistant

Sep 2023 – Apr 2024

Employment and Social Development Canada – Vancouver, BC (Remote)

- Contributed to the development of 3 internal policy briefs by synthesizing qualitative and quantitative data on Indigenous education and income security programs, with a focus on culturally relevant service delivery
- Coordinated logistics and outreach for 5 stakeholder engagement sessions with First Nations and municipal partners, resulting in a 30% increase in participation compared to previous consultations

Junior Policy Advisor (Co-op)

May 2023 – Aug 2023

Ministry of Families, Children and Social Development – Ottawa, ON

- Built and maintained an Excel-based database tracking 60+ performance indicators across five income assistance programs, reducing reporting time and supporting evidence-based policy recommendations
- Synthesized input from 30+ cross-sector stakeholders, including First Nations leaders, into a 20-page policy report with 10 actionable recommendations to improve culturally safe service delivery

Community Access Intern

May 2022 – Aug 2022

Vancouver Public Library, Equity and Inclusion Office – Vancouver, BC

- Improved digital access for 100+ residents by promoting low-cost internet programs and digital literacy resources
- Redesigned 3 workshops to enhance accessibility and engagement among equity-deserving communities

Youth Outreach Volunteer

Sep 2018 – Aug 2019

Youth Engagement Program, Inner City Youth Development Association – Edmonton, AB

- Facilitated weekly arts-based activities for 40+ Indigenous children, supporting language learning and connection
- Helped organize 4 seasonal events with Elders and families, promoting storytelling and traditional knowledge

CERTIFICATIONS

Chartered Economist (Ch.E)

May 2024

Institute of Certified Chartered Economists – Boston, MA (remote)

Indigenous Awareness Certification

Apr 2023

Indigenous Awareness Canada – Calgary, AB (remote)

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.