



**Les Femmes Michif Otipemisiwak**

**Women of the Métis Nation**

#4-340 MacLaren Street

Ottawa, ON K2P 0M6

Office: 613-232-3216

Fax: 613-232-4262

Job Posting: **Justice Policy Manager**

Terms: **Full-time**

Location: **Ottawa, Ontario**  
*Accommodation to work remotely may be offered*

Posting closes: **Open until filled**

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### **Job Description: Justice Policy Manager**

Les Femmes Michif Otipemisiwak (LFMO) Women of the Métis Nation (WMN) is the recognized voice of Métis Women across the homeland. Our mission is to ensure that Métis Women are safe, connected, empowered, and have capacity to work with other Canadian and Métis organizations to help create the conditions for healthy, vibrant, and productive communities throughout the Métis Nation. We are seeking a Justice Policy Analyst to lead activities that contribute to advancement from a Métis Women's perspective about a variety of Justice-related policies, practices, and research.

Reporting to the President, the Justice Policy Manager supports LFMO's mandate by leading our Justice Portfolio, participating in meetings and engagements, hosting discussions, community-based dialogues and reporting out on Métis Women's perspectives and priorities. The Justice Policy Manager will also be LFMO's lead at several Justice-related tables and committees, representing the interests of Métis Women. In this position, you will work collaboratively with all LFMO staff, as part of a dynamic team environment.

#### **Responsibilities**

- Takes the lead on Justice files as assigned, supporting the achievement and outcomes related to the file's work plan and identified outputs.
- Work collaboratively with our Director of Intergovernmental Relations and Gender-Based Violence Initiatives.
- Engage in policy and research activities related to Justice Policy and related files assigned.
- Identify and provides timely strategic information and advice on current and emerging Justice policy issues relevant LFMO's work.
- Identifies potential program funding and initiatives that may assist in achieving the goals and priorities of LFMO related to Métis Women's impacts / involvement and interests related to the Justice System.



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- Research, prepare, develop, and negotiate funding proposals and applications to advance and promote the strategic initiatives of LFMO related to Justice and Métis Women.
- Initiates, plans, coordinates, and implements provincial engagement activities with Métis Women.
- Conduct analysis of existing and emerging Justice policy as they relate to Métis Women.
- Work collaboratively with the leads on other files, including MMIWG2S.
- Work collaboratively with the LFMO team and staff to collectively achieve our goals and outcomes related to related to Justice and Métis Women in support of Métis Women, girls and 2SLGBTQQIA+ community.

### **Qualifications**

- Degree in a public safety, justice, or law-related discipline, public policy, social science or related disciplines, or combination of education and experience.
- 3–5 years' experience in policy analysis and development or related role
- Demonstrated ability to perform knowledge syntheses and critically appraise and evaluate research.
- Ability to conduct critical policy analysis, and to develop and support evidence-informed recommendations for action.
- Ability to carry out culturally relevant gender-based analysis.
- Effective oral and written communication skills.
- Strong analytical skills, especially in support of strategic planning.
- Strong time management skills.
- Experience with project coordination.

### **Assets**

- Policy and/or research background and experience related to a Métis-specific gender-based analysis.
- Knowledge and understanding of issues impacting Métis Women and, more broadly Indigenous Women.
- Knowledge, experience and understanding of issues and impacts related to the Justice system and Métis Women.

### **Key Skills and Knowledge Requirements**

- Highly effective project management, prioritization, multi-tasking, and time management skills to meet deadlines.
- Excellent written and verbal communication skills.
- Works well with others and handles direction and criticism in a positive manner.



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- Ability to absorb new ideas and concepts quickly and ensure they are clearly communicated to an audience.
- Politically and culturally sensitive.
- Computer literate, including effective working skills of MS Word, Excel, PowerPoint, email and Adobe Products.
- Ability to work independently & expeditiously, including working under tight timeframes & with competing priorities.
- Effective interpersonal skills and the ability to build and maintain effective networks and relationships and work as an integral member of various teams.
- Demonstrated sound judgement, tact, initiative, flexibility, and problem-solving ability.
- Ability to be flexible with scheduling, may have to work occasional evenings and weekends.
- Able and willing to travel as needed for community engagements, conferences, and meetings.

*Preference will be given to individuals of Métis and other Indigenous ancestry, please self-identify.*

*(Section 18 of the Human Rights Code of Ontario)*

*We thank all applicants for their interest in this opportunity. Only those selected for an interview will be contacted.*

Please submit resume and covering letter to:

For more information, please contact:

Les Femmes Michif Otipemisiwak / Women of the Métis Nation

email: [info@metiswomen.org](mailto:info@metiswomen.org) website:

[www.metiswomen.org](http://www.metiswomen.org)