

Policy & Indigenous Relations Advisor

The City of Thunder Bay

Job ID
40427

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LOCATION	DATE POSTED	EXPIRY DATE	
125 Syndicate Ave S, Thunder bay, ON Ontario	23-06-2026	20-12-2026	
TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD Min: CAD \$84,234.25/Yr. - Max: CAD \$99,099.17/Yr.	3 years to less than 5 years	College, CEGEP or other non-university or diploma from a program of 1 year to 2 years

Job Details

Lead with purpose and advance Indigenous Relations within the organization.

At the City of Thunder Bay, Our City Runs on People Like You. Together, we’re building a workplace where everyone belongs – where you’ll support in embedding Indigenous perspectives, equity, and cultural understanding into policies, programs, and decision-making across the organization.

You’ll influence systems not just individual initiatives and help shape how staff and leaders approach their work – supporting internal capacity, advancing culturally informed practices, and ensuring the Corporation’s commitments to Truth & Reconciliation are reflected in how we operate every day.

You will be part of a work environment that supports respectful interactions, meaningful opportunities to grow, and a culture that promotes well-being and collaboration.

Thunder Bay offers more than a meaningful career. With its natural beauty, strong sense of community, and growing opportunities, it’s a place where your work can have real impact – both professionally and personally.

Where You’ll Make a Difference Every Day

As a Policy & Indigenous Relations Advisor, you’ll be a key internal advisor supporting the Community Strategies Division and the broader Corporation. You’ll focus on strengthening internal systems, embedding culturally informed approaches, and advancing equity in policy and decision-making.

You’ll provide research, analysis, and trusted advice to help leadership and staff apply Indigenous perspectives and inclusive practices in their work. Your contributions will shape how the City delivers on its commitments to Truth & Reconciliation and builds a more informed, consistent, and accountable organization.

Whether you’re based in Thunder Bay, returning to the region, or looking to make it your home, this is an opportunity to contribute to meaningful organizational change and public service that reflects the community it serves.

How You’ll Support the Team

In this role, you will provide policy, research, analysis, and advisory support to advance Indigenous Relations and culturally informed decision-making across the Corporation. You will also have the following accountabilities:

- Participate as a member of the Divisional team, contributing to Divisional goals and objectives in a collaborative and

professional manner.

- Provide policy, research, and analytical support to inform division-wide initiatives and corporate decision-making, with attention to equity, inclusion, and Indigenous relations considerations.
- Prepare briefing notes, reports, research summaries, and presentations for the Director and senior leadership to support informed decision-making, policy development, and issues management.
- Conduct research and analysis on emerging social, cultural, governance, and policy issues relevant to municipal priorities and Indigenous relations, identifying trends, risks and opportunities.
- Collaborate with Communications & Public Relations and other internal stakeholders to support clear, consistent, and culturally appropriate messaging related to policy initiatives and Indigenous relations work, as required.
- Support the implementation of the Indigenous Relations & Inclusion Strategy by providing advisory support across the Corporation, including guidance on Indigenous relations consideration, culturally informed practices, protocols, and respectful collaboration, as well as internal cultural awareness initiatives and corporate training for staff and Council.
- Support and contribute to the systemic review of City policies, programs, and practices to identify and address barriers to equity, inclusion, and culturally informed approaches.
- Provide coordination and administrative support to internal working groups or networks related to Community Strategies and Indigenous Relations as assigned
- Facilitate the coordination and implementation of the Anti-Racism & Inclusion Accord, including tracking commitments, supporting internal collaboration, and contributing to reporting and continuous improvement.
- Provide confidential administrative, coordination, and logistical support to the Director – Community Strategies, including meeting preparation, documentation, and follow-up on sensitive matters.

What You Can Count On With Us

We're proud to offer a workplace where your well-being, growth, and sense of purpose come first. As the Policy & Indigenous Relations Advisor, you'll enjoy:

- A competitive salary that reflects your expertise
- A matching pension plan to help you build long-term financial security
- Comprehensive health, vision, and dental coverage, plus life insurance for peace of mind
- Generous paid vacation and holidays, with the option to purchase additional leave days when you need more time off
- Access to a confidential Employee and Family Assistance Program (EFAP) and wellness initiatives to support your overall health
- Leadership development and tuition reimbursement programs, so you can continue to grow your skills and career
- A culture of recognition and appreciation, with staff events and programs that celebrate your contributions
- The opportunity to be part of a dedicated and highly respected team, supporting meaningful work across the Corporation

What You'll Bring to the Team

Here's what will help you succeed as a Policy & Indigenous Relations Advisor:

- Degree in a public administration, political, social science or humanities field, along with three (3) years' experience working with government and/or community organizations in roles that support communications, collaborations, partnerships, policy analysis, or Indigenous Relations; or
- Diploma in a political, social science, humanities field, along with five (5) years' experience working with government and/or community organizations in roles that support communications, collaborations, partnerships, policy analysis, or Indigenous Relations
- Knowledge of and understanding of Indigenous lived experience and a commitment to support truth and reconciliation with Indigenous peoples is preferred
- Demonstrated knowledge of Indigenous governance, issues, protocols, and cultures

- Knowledge of social issues relating to poverty, homelessness, substance use, mental health, structural racism, health inequity, oppression and marginalization
- Experience working in a collaborative, multi-stakeholder environment supporting strategy or policy development

Lead With Us - Apply Today

Ready to take the next step in your career journey? Join us at the City of Thunder Bay, where you'll support a dedicated team, and make a lasting difference every day.

In support of advancing Indigenous representation and reconciliation, priority will be given to applicants with lived experience as an Indigenous person and who demonstrate a commitment to Truth and Reconciliation.

Apply today at www.thunderbay.ca/jobs-policy-indigenous-relations-advisor and start your next chapter with the City of Thunder Bay.

Belonging, Inclusion, and Your Privacy

The City of Thunder Bay is proud to be an equal opportunity employer. We encourage applications from Indigenous peoples, persons with disabilities, members of visible minority groups, women, and members of the 2SLGBTQ+ community. We are committed to a recruitment process and work environment that is inclusive and barrier-free.

If you need an accommodation during any part of the recruitment process, let us know — we will work with you to meet your needs.

For privacy and fairness, please do not include photos, ID cards, driver's licences, or police record checks with your application. These documents will only be requested if you're successful.