



BRITISH COLUMBIA  
ASSEMBLY OF FIRST NATIONS

1004 Landooz Road, Prince George, BC V2K 5S3

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**POSITION TITLE:** Economic Development Policy Analyst  
**REPORTS TO:** Chief of Staff  
**TERMS:** Full-Time  
**LOCATION:** BCAFN – Vancouver Office (#1020-1200 West 73<sup>rd</sup> Ave)  
**HOURS OF WORK:** Monday to Friday 9:00AM – 4:30PM (May need to work evenings and weekends)  
**DEADLINE:** Friday June 22<sup>nd</sup>, 2018 at 4:30 p.m.

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**Key Job Functions include:**

- Assisting the Regional Chief, the Chief of Staff and working with BCAFN staff and contractors in carrying out the BCAFN sustainable economic development and fiscal relations strategy, in accordance with BCAFN's mission and vision statements, and with direction provided by BCAFN Chiefs-in-Assembly and the BCAFN Board of Directors.

**Specific Responsibilities include, but are not limited to:**

- Responsible for coordinating the BCAFN economic workplan deliverables;
- Assist with facilitating BCAFN economic development planning and initiatives;
- Identifying and fostering community economic development opportunities;
- Assist with securing funding for BCAFN economic development initiatives;
- Assist BCAFN membership with establishing community economic development investment profiles; and promote the community's initiatives in order to expand economic development opportunities;
- Assist with the planning and coordination of BCAFN economic development events;
- Assist the Regional Chief, Chief of Staff and BCAFN staff with preparing correspondence, as required as it relates to economic development or other issues as requested;
- Conduct and provide research, analysis, advice and recommendations on assigned economic-related policy, program, legislative or other key issues as requested;
- Where possible, assist the Regional Chief, Chief of Staff, BCAFN staff and contractors with program and policy planning, development and implementation.
- Ensure reporting requirements under financial contributions are adhered to and completed as per agreements related to economic development.
- Prepare speaking notes, briefing notes, reports, communications materials and other assignments as requested

- Assist the Regional Chief, Chief of Staff and other BCAFN staff with expeditiously responding to requests from BCAFN members.
- Assist the Regional Chief, Chief of Staff and BCAFN staff in implementing resolutions passed by BCAFN members.
- Perform other duties as reasonably required.

**Education, Experience and other requirements:**

- University Degree from a recognized post-secondary institution, preferably in a related discipline, such as public administration, law or economics, however a combination of relevant skills and experience will be considered.
- Strong organizational skills, excellent written and oral communication skills
- Excellent time management skills with the ability to manage multiple priorities and produce results within deadlines.
- Knowledge of First Nations historical, political and legal issues.
- Able to work independently and as a member of a diverse team, where productive relationships are developed and maintained.
- Excellent analytical, judgement, persuasion and consensus abilities.
- Flexible schedule may include evenings and weekends.
- Travel as required.

**Remuneration:** Salary/Wage based upon experience. Competitive benefit plan available upon conclusion of probationary period.

**To Apply:**

If you are interested in this opportunity, please email your cover letter and resume with references as one PDF file to [vanessa.west@bcfn.ca](mailto:vanessa.west@bcfn.ca) in the following format:

- **Subject heading:** BCAFN Economic Development Policy Analyst
- **Attached file name:** YYYYMMDD\_lastname\_firstname\_EDPA.pdf

**Application deadline is Friday June 22<sup>nd</sup>, 2018 at 4:30 p.m.**

We want to thank everyone who applies for this position in advance. Applicants with Aboriginal ancestry preferred. Only successful applicants will be contacted for interviews.

