



BRITISH COLUMBIA
ASSEMBLY OF FIRST NATIONS

1004 Landooz Road, Prince George, BC V2K 5S3

JOB POSTING

POSITION TITLE:	Policy Analyst
REPORTS TO:	Chief of Staff and Senior Policy Advisor
TERMS:	Full-Time, Employment Agreement until March 31st, 2019 with the possibility of extension
LOCATION:	BCAFN – Vancouver Office (#1020-1200 West 73rd Ave)
HOURS OF WORK:	Monday to Friday 9:00 a.m. – 4:30 p.m. (May be required to work evenings and weekends)
DEADLINE:	Friday October 26th, 2018

Key Job Functions include:

- Assisting the Regional Chief, Chief of Staff and Senior Policy Advisor, and other BCAFN staff in carrying out the BCAFN's mission statement in accordance with direction provided by BCAFN members and the BCAFN Board of Directors.

Specific Responsibilities include, but are not limited to:

- Monitor, develop and recommend responses to federal and provincial policies, programs and legislative initiatives that affect the Aboriginal Title, Rights and interests of BCAFN members.
- Conduct and provide research, analysis, advice and recommendations on assigned policy, program, legislative or other key issues.
- Gather and disseminate information to BCAFN members in regard to federal, provincial and other policy, program and legislative initiatives that affect their rights, titles and interests.
- Where possible, assist the Regional Chief, Chief of Staff and Senior Policy Advisor and other BCAFN staff with program and policy planning, development and implementation.
- Prepare speaking notes, briefing notes, reports, communications materials and other assignments.
- Assist the Regional Chief, Chief of Staff, Senior Policy Advisor and other BCAFN staff with expeditiously responding to requests and inquires from BCAFN members and other partner organizations.
- Assist the Chief of Staff and Senior Policy Advisor with the planning and coordination of BCAFN assemblies and other meetings.
- Assist the Regional Chief, Chief of Staff and Senior Policy Advisor 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.
- Experience in the development of legislation, regulation and policy, preferably within a First Nations provincial/territorial organization or First Nation administration.
- 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 -building 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@bcafn.ca in the following format:

- **Subject heading:** BCAFN Policy Analyst
- **Attached file name:** YYYYMMDD_lastname_firstname_PA.pdf

Application deadline is Friday October 26th, 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.

Preference will be given to applicants with Aboriginal ancestry.

