

First Nations Summit

JOB OPPORTUNITY FIRST NATIONS SUMMIT, WEST VANCOUVER

Permanent Full-Time

FNLC Policy Analyst/Coordinator – First Nations Emergency Management **CLOSING DATE EXTENDED**

The First Nations Leadership Council (a collaborative working partnership among the political executives of the BC Assembly of First Nations, First Nations Summit and Union of BC Indian Chiefs) is seeking a permanent, full-time policy analyst/MOU Coordinator, First Nations Emergency Management. The Policy Analyst/MOU Coordinator's work will be based on the direction of the First Nations Leadership Council, who are mandated through resolution by the Chiefs at the BC Assembly of First Nation, First Nations Summit and the Union of BC Indian Chiefs. In facilitation of this, the Policy Analyst will be situated within the First Nations Summit (FNS) and report directly to the FNS Executive Director.

Key Job Functions include:

- Coordinating and supporting the First Nations Leadership Council (FNLC) in working to implement the Tripartite Emergency Services Memorandum of Understanding (EMS MOU) signed with the Governments of Canada and British Columbia in 2019.
- Working as part of a team in a fast-paced environment to support the FNLC policy and legal advisors and staff in carrying out the work under the Tripartite Emergency Services MOU, in accordance with direction provided by the FNLC.

Specific Responsibilities include, but are not limited to:

- Coordinating work to implement the Tripartite EMS MOU, including supporting the FNLC policy and legal advisors and staff in providing advice and recommendations to the FNLC in its engagement with Canada and BC on issues related to Emergency Management;
- Coordinating and providing support to working groups established under the EMS MOU, including organization of meetings and working with any Chairs to prepare and circulate materials in advance;
- Preparing speaking notes, briefing notes, reports, communications materials and other assignments as required;
- Conducting and providing research, analysis, advice and recommendations on assigned policy, program, legislative or other key issues;
- Scheduling and attending meetings with the FNLC, FNLC policy and legal advisors, working groups established under the EMS MOU, the EMS MOU Senior Officials, the First Nations Emergency Services Society and others, as required;
- Keeping minutes of meetings attended; and
- Performing other duties as reasonably required to support the FNLC as a signatory to the EMS MOU.

Qualifications:

- University Degree from a recognized post-secondary institution, preferably in a related discipline, such as political science, public administration or First Nations studies;
- Experience working with legislation, regulation and policy as it relates to Emergency Management, preferably within a First Nations provincial/territorial organization or First Nation administration;
- Experience with and knowledge of First Nations historical, political and legal issues;
- Strong organizational skills, excellent written and oral communication skills;
- Excellent time management skills with the ability to manage multiple priorities and produce results within specified timelines;
- Able to work independently, as well 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.

Please send a cover letter, resume, and references to the attention of Colin Braker, Communications Director via email to cbraker@fns.bc.ca. We thank all candidates for their interest and regret that only those candidates who are shortlisted for interviews will be contacted.
Closing date extended to: 4:00 pm on Friday March 25, 2022.

The First Nations Summit hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply. However, qualified Indigenous applicants will be given priority.

About the First Nations Leadership Council (FNLC)

The First Nations Leadership Council is a collaborative working relationship between the political executives of the BC Assembly of First Nations, First Nations Summit, and the Union of BC Indian Chiefs, and is mandated through resolutions passed at each of those organizational assemblies. The FNLC works together to develop coordinated approaches to issues relevant to First Nations communities throughout the province with a goal to effect positive change to close the socio-economic gaps faced by BC First Nations.