

First Nations Summit

EMPLOYMENT POSTING

First Nations Summit, West Vancouver

FNLC Policy Analyst/Coordinator – First Nations Emergency Management

About Us:

The First Nations Leadership Council (FNLC), a collaborative partnership among the political executives of the BC Assembly of First Nations, First Nations Summit and Union of BC Indian Chiefs is on the lookout for a permanent, full-time Policy Analyst/ Coordinator specializing in First Nations Emergency Management. The role is founded on the directives of the Chiefs at the BC Assembly of First Nations, First Nations Summit and the Union of BC Indian Chiefs and operates under the umbrella of the First Nations Leadership Council. This dynamic position is based within the First Nations Summit (FNS) and reports 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.
- **Team Collaboration:** Working as an integral part of a high energy team to assist in FNLC policy and legal advisors and staff in executing the work as outlined in the Tripartite Emergency Services MOU, following FNLC directives.

Specific Responsibilities include, but are not limited to:

- **EMS MOU Implementation:** Coordinate efforts to execute the Tripartite EMS MOU, which includes offering guidance and recommendations to FNLC on its engagement with Canada and BC regarding Emergency Management.
- **Support Working Groups:** Facilitate and provide support to working groups established under the EMS MOU, including arranging meetings and working closely with Chairs to prepare and distribute materials in advance.
- **Documentation and Research:** Prepare speaking notes, briefing documents, reports, communication materials, and other required tasks.
- **Analysis and Advice:** Conduct research, analysis, and provide advice and recommendations on designated policy, program, legislative, or other crucial issues.
- **Meeting Management:** Schedule and participate in meetings with FNLC, FNLC policy and legal advisors, working groups established under the EMS MOU, EMS MOU Senior Officials, the First Nations Emergency Services Society, and other stakeholders as necessary.
- **Meeting Minutes:** Maintain meeting minutes.
- **Additional Support:** Perform other tasks as necessary to assist FNLC as a signatory to the EMS MOU.

Qualifications:

- **Educational Background:** Possesses a University Degree from a recognized post-secondary institution, preferably in a related discipline, such as political science, public administration or First Nations studies.
- **Relevant Experience:** Demonstrate 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.
- **First Nations Knowledge:** Experience with and knowledge of First Nations historical, political and legal matters.
- **Organizational Skills:** Exhibit strong organizational skills, excellent written and oral communication skills.
- **Time Management:** Manage multiple priorities efficiently and meet specified timelines.
- **Team Player:** Capable of working both independently and as part of a diverse team, fostering productive relationships.
- **Analytical Skills:** Posses excellent analytical, judgement, persuasion and consensus building abilities.
- **Flexibility:** Adapt to a flexible schedule, which may include evenings and weekends.
- **Travel:** Willing to travel when required.

OUR COMMITMENT TO YOU

We're committed to our small but mighty team and taking care of our people. In addition to joining an organization that values you, your contributions, and your growth, some of the benefits you will receive include:

- Competitive compensation package to reward your hard work and contributions.
- Extended health benefits and dental plan to value the wellbeing of you and your family.
- A fulfilling and meaningful work environment where you will have the opportunity to contribute to positive change for First Nations communities.
- A culture that values diversity and inclusion and fosters a sense of belonging for all employees.
- Collaborating alongside a tight-knit and supportive team who are passionate about what we do.
- Experience the invigorating energy of collaborating with colleagues in the office!

***If this sounds like what you're looking for in your next opportunity,
we want to hear from you!***

Apply with your resume including references and cover letter today:
careers@fns.bc.ca

To learn more about the impact you'll make, visit us at <https://fns.bc.ca/>.