

# First Nations Summit

## EMPLOYMENT POSTING

### **First Nations Summit Policy Analyst**

**REPORTS TO:** Executive Director and Communication Director

**LOCATION:** Remote. West Vancouver, BC

**HOURS OF WORK:** Monday to Friday 8:30 a.m. to 4:30 p.m. (May occasionally be required to work evenings and weekends)

---

**Are you passionate about making a positive impact while working alongside a dynamic and committed team?**

**The First Nations Summit (FNS) is looking for a Policy Analyst to join our dedicated team and contribute to the important work we do for First Nations in BC!**

#### **ABOUT FIRST NATIONS SUMMIT**

The First Nations Summit (FNS) is a provincial First Nations organization committed to advancing discussions with the governments of Canada and BC to support First Nations in conducting their own direct treaty negotiations. The FNS provides a forum for First Nations in BC to address issues related to treaty negotiations, supporting First Nations' title and rights, as well as other issues of common concern.

Our work involves taking a leadership and advocacy role on a full range of issues affecting First Nations, including negotiations and implementation of treaties, agreements, and other constructive arrangements, as well as day-to-day social and economic issues. Much of this work is undertaken in collaboration and partnership among the FNS, the Union of BC Indian Chiefs and the BC Assembly of First Nations (collectively referred to as the "First Nations Leadership Council" or "FNLC"), at the direction of First Nations leadership in BC.

At the FNS, we offer a dynamic work environment, opportunities for professional development, and a chance to make a meaningful impact in the lives of First Nations citizens and communities. If you're passionate about driving positive change for First Nations and are looking for a rewarding career with ample opportunity to grow with us, we encourage you to join our team!

#### **ABOUT YOU**

- You are organized and resourceful, enabling you to multitask effectively in a fast-paced environment.
- You have a strong work ethic and are committed to everything you do.
- Your keen eye for detail allows you to catch little things that might go unnoticed by others.
- You are loyal, dedicated, reliable, and motivated to ensure that both the team and FNS are successful.
- You're self-motivated and independent, and also able to participate collaboratively in a team environment.

- You're passionate about supporting and empowering First Nation people and have a desire to contribute to positive change.

### ABOUT THE ROLE

In this key position, you'll play a vital role in supporting the FNS executive, Executive Director, Communications Director, and the broader FNS team in carrying out our mission. You'll be responsible for monitoring, analyzing, and recommending responses to federal and provincial policies, programs, and legislative initiatives that affect First Nations' Title, Rights, and interests. Through research and strategic advice, you'll help shape policy, guide decision-making, and contribute to real, tangible changes for First Nations communities.

### A DAY IN THE LIFE:

- **Monitor and Analyze Policies:** You track and analyze federal and provincial policies, programs, and legislative initiatives that impact First Nations' title, rights, and interests.
- **Strategic Research and Policy Development:** You conduct research and provide high-quality policy analysis, advice, and recommendations on key issues.
- **Communication & Information Sharing:** You compile and disseminate critical information to FNS leadership, staff, and BC First Nations on government policies and programs.
- **Program and Policy Planning:** You assist in the development and implementation of programs and policies that align with the FNS's mission and directives from Chiefs in Assembly.
- **Briefings & Reports:** You prepare speaking notes, briefing notes, reports, and other communications materials to keep stakeholders informed.
- **Meeting Coordination & Support:** You coordinate and attend key meetings with UBCIC Executive, FNLC, and other stakeholders, compiling materials and preparing meeting packages.
- **Community & Partner Engagement:** You support collaboration with First Nations and partner organizations, responding to inquiries and facilitating dialogue on critical issues.
- **Event Planning & Implementation:** You assist in planning and coordinating FNS assemblies, ensuring successful execution of meetings and events.
- **Documentation & Follow-Up:** You maintain meticulous records of meetings, resolutions, and initiatives, ensuring timely follow-ups and continuity in ongoing projects.
- **Adaptability & Initiative:** You take on additional tasks as needed to support the evolving needs of the FNS and its leadership.

### WHAT YOU BRING TO THE TABLE

- 3+ years' experience working with policy as it relates to First Nations issues, experience with legislation and regulation, preferably within a First Nations provincial/territorial organization or First Nation administration.
- University Degree from a recognized post-secondary institution, preferably in a related discipline, such as social work, law, public administration or First Nations studies.
- Proven work experience with and knowledge of First Nations historical, political and legal issues.
- Excellent analytical, reasoning, persuasion and consensus abilities.
- Excellent written and oral communication skills, with the ability to produce high-quality reports and briefs.



- Outstanding organizational, time management skills with the ability to manage multiple priorities and meet deadlines while maintaining attention to detail.
- Able to work independently, as well as a member of a diverse team, where productive and essential relationships are developed and maintained.
- Experience working collaboratively with internal and external colleagues.

### 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:

- Our compensation package is designed to reflect your skills, experience, and the value you bring to our organization.
  - **Compensation range: \$75 - \$85k**
- Extended health benefits and a 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.
- A meaningful and rewarding career with room for growth and professional development.

*We welcome applications from all qualified candidates. At our core, we cherish our identity as a First Nations workplace and strive to preserve and amplify the rich cultural tapestry within our organization that reflects our communities. As such, we particularly encourage First Nation/Indigenous individuals to apply.*

***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](mailto:careers@fns.bc.ca)

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

