



## Prince George Office



1004 Landooz Road  
Prince George, BC  
V2K 5S3



Tel: 250-962-1603  
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## Vancouver Office



Suite 1090-1200 W. 73rd Ave  
Vancouver, BC  
V6P 6G5



Tel: 778-945-9911  
Fax: 778-945-9916  
Toll Free: 1-833-381-7622

# JOB POSTING

<b>POSITION TITLE:</b>	Policy Analyst
<b>REPORTS TO:</b>	Chief of Staff and Senior Policy Director
<b>TERMS:</b>	Full-Time Employment Agreement
<b>LOCATION:</b>	Prince George or Vancouver preferred but consideration will be given for remote location.
<b>HOURS OF WORK:</b>	Monday to Friday 9:00 a.m. to 4:30 p.m. (May be required to work evenings and

The British Columbia Assembly of First Nations (BCAFN) is seeking a motivated and skilled individual to assist the Regional Chief, Chief of Staff and Senior Policy Director, 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 First Nations 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 Director 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 Director and other BCAFN staff with expeditiously responding to requests and inquiries from BCAFN members and other partner organizations
- Assist the Chief of Staff and Senior Policy Director with the planning and coordination of BCAFN assemblies and other meetings
- Assist the Regional Chief, Chief of Staff and Senior Policy Director in implementing resolutions passed by BCAFN members
- Perform other duties as reasonably required

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[bcafn.ca](http://bcafn.ca)



[events.bcafnc.ca](http://events.bcafnc.ca)

### Prince George Office

Ancestral, traditional and unceded territories of the Lheidli T'enneh

### Vancouver Office

Ancestral, traditional and unceded territories of the X<sup>w</sup>məθk<sup>w</sup>əyəm (Musqueam), Sk̓wxwú7mesh (Squamish) and səliłwətat (Tsleil-Waututh)

### Education, Experience and other requirements:

- University Degree from a recognized post-secondary institution, preferably in a related discipline, such as public administration, political science, law, economics or social services.
- Experience or knowledge 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.

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