

## Prince George Office



1004 Landooz Road  
Prince George, BC  
V2K 5S3



Tel: 250-962-1603  
Fax: 250-962-9552  
Toll Free: 1-877-621-1603

## 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>	Climate Change Policy Analyst
<b>REPORTS TO:</b>	Chief of Staff and Regional Climate Change Coordinator
<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 weekends).

The British Columbia Assembly of First Nations (BCAFN) is seeking a motivated and skilled individual to provide policy support to the BCAFN Climate Change and Environment portfolio and coordination support for ongoing climate change projects and engagements. In particular, the Climate Change Policy Analyst will assist BCAFN in the development of a First Nations Climate Leadership Agenda, including research and coordinating engagement with First Nations governments and members in BC.

The successful candidate will work on a collaborative and dynamic team comprised of team members from diverse backgrounds working in many areas such as climate change, environment, social, justice and economics. Our work is based on values of respect, solidarity, and teamwork.

### Key Job Functions include:

- Monitor, develop and recommend responses and recommendations to federal and provincial climate-related legislation, policies, plans, reports, and program initiatives that affect the Aboriginal Title, Rights and interests of BCAFN members.
- Conduct and provide research, analysis, advice and recommendations on the assigned environment and climate policy, program, legislative or other key issues, including but not limited to identifying gaps and implications that affect or benefit First Nations' interests and rights, and provide recommendations.
- Coordinate engagement with First Nations communities and organizations as part of the implementation of the First Nations Climate Leadership Agenda project and other projects in collaboration with the BCAFN Climate Change and Environment Portfolio team and project partners.
- Prepare agendas and communications, take meeting notes and plan Steering Committee meetings.
- Liaise professionally with contractors and consultants to ensure positive relationships and timely deliverables.

- Monitor and manage project timelines and deliverables.
- Prepare position and research papers, briefing notes, proposals, presentations, communication materials and policy documents as required.
- Coordinate, support, document and participate in virtual and in-person meetings and events with representatives of First Nations, provincial and federal governments and other organizations as required.
- Perform other duties and support other projects in collaboration with the BCAFN team as reasonably required.

**Education, Experience and other requirements:**

- Post-secondary education in a related field of study and 2 years of relevant experience, or an equivalent combination of education and experience.
- A minimum of 2 years of experience preferred in research, policy analysis engagement and/or project coordination topics related to climate change, environment and First Nations.
- General knowledge of the AFN Climate Strategy, BC First Nations Climate Strategy and Action Plan and provincial federal climate policies and legislation
- General knowledge and understanding of BCAFN's mandates, strategic priorities and advocacy.
- Demonstrated ability to understand environment and climate policy-related terminology.
- Familiarity with project management and demonstrated planning and organizational skills
- Knowledge of various research methodologies, including both First Nations and Western, and a demonstrated ability to conduct effective research techniques
- Strong computer literacy skills, including analysis of data on management information systems/databases and Excel.
- Demonstrated effective verbal and written communication skills, including writing and presentation and facilitation skills. The ability to communicate effectively in a First Nation language would be an asset.
- Good interpersonal skills and the ability to build and maintain effective networks and positive relationships.
- Proven ability to adapt and be flexible as priorities and project timelines shift.
- Ability to work independently & expeditiously, self-directed, including working under tight timeframes & competing priorities.
- Demonstrated resourcefulness, passion, judgement, tact and initiative.
- Must be able to multi-task effectively while working under pressure with competing deadlines.
- 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 Aboriginal ancestry are preferred. Only successful applicants will be contacted for interviews.