



ATLANTIC POLICY CONGRESS OF FIRST NATIONS CHIEFS SECRETARIAT

APC Employment Opportunity Project Coordinator UNDRIP

(Full Time Term Position until March 31st, 2023) *With possibility of renewal.*

Position Overview: The successful applicant will work collaboratively with all First Nations leaders and staff on all aspects on UNDRIP. The objective of this position is to conduct research and analyze and make appropriate recommendations on the federal governments approach to implementation of the UNDRIP Implementation Act & identify key areas or focus or priorities which must be part of a federal action plan based on input on First Nations needs and priorities for effective implementation. The coordinator will work in collaboration with other tribal organizations in the region conducting similar discussions to report to the All Chief Forum in 2023.

Who Can Apply: Applicants should possess a relevant post-secondary Degree from a recognized post-secondary institution. A combination of comparable, relevant, and recent education and experience will also be considered.

Experience: Applicants must have at least 1-3 years recent experience working with First Nations, preferably in, law, policy research and development and/or statistics. Applicants must also have a thorough understanding of UNDRIP & UNDRIP Implementation Act and issues.

Essential Functions and Duties

1. To identify and communicate on various First Nations concerns related to UNDRIP and appropriate priorities for inclusion in a federal action plan for implementation;
2. To identify and communicate key issues or concerns of First Nations on all aspects of UNDRIP;
3. Research, and provide accurate and timely advice to FN leaders on various Federal policy issues facing Atlantic First Nation communities in implementation of UNDRIP;
4. Organize and coordinate meetings with all stakeholders and First Nation leaders and experts across the region in collaboration with fellow tribal organizations;
5. Develop monthly and weekly updates on key activities and results achieved on various initiatives and activities to promote awareness of the work;
6. Research, analyze and develop innovative ideas on UNDRIP implementation for the Atlantic Region;
7. Liaise with First Nation Councils/Tribal Organizations and all key First Nation staff;
8. Provide briefing updates to the Executive Director and or Chiefs at various meetings, workshops and conferences etc;
9. Work collaboratively with all key stakeholders and First Nation interests to address key issues and priorities;
10. Liaison & work with the AFN on the national approach on UNDRIP implementation;
11. Ensure APC website and social media are up to date with timely information;
12. Ensure all documents are recorded in central filing system;
13. Coordinate all required committee meetings, workshops, or conferences of the Atlantic First Nations as needed;
14. Other related duties as required.

Abilities & Skills:

- Valid driver's license and reliable vehicle.
- Demonstrated proficiency in computer software such as Microsoft Word, PowerPoint, Excel, Email, Outlook, browsers, social media platforms, etc.
- Knowledge of First Nation communities and organizations in the region.
- Strong organization, communication, time management and writing skills.
- Strong office management skills.
- Demonstrated ability to work independently and in a team setting.
- The ability to speak and understand Mi'kmaw, Maliseet or Innu languages is considered an asset.

Salary: Depending on qualifications and experience **\$60,000-\$70,000**

Location: APC Head Office, Cole Harbour, (Dartmouth) Nova Scotia.

Start date: As soon as possible

If you are interested, qualified and would like to be part of the APC team, please email in **Word or PDF format only**, the following documents:

- a detailed cover letter explaining how you meet the position requirements and salary expectations (please quote **APC Competition #2022-08-05 on the cover letter and in the subject line of your email**).
- an updated resume.
- recent writing sample; and
- the names/contact information of three work related references.

All above noted information must be sent by **email only** in word or PDF format by **4:30 p.m. (Atlantic Standard Time) on August 25, 2022**

Email address: hr@apcfnc.ca

No applications will be accepted beyond the closing deadline. Interviews will be held in Dartmouth, Nova Scotia. If all qualifications are equal, preference will be given to persons of Aboriginal ancestry. While we appreciate the interest of all applicants, only those applicants selected for an interview will be contacted. No phone calls please. No interview or relocation costs will be provided.