



ATLANTIC POLICY CONGRESS OF FIRST NATIONS CHIEFS SECRETARIAT

APC JOB OPPORTUNITY SUMMER STUDENT POSITION – FISHERIES ANALYST

16-Week Employment Opportunity

Description:

Atlantic Policy Congress of First Nations Chiefs Secretariat (APC) is seeking to hire a Fisheries Technician to support APC's Fisheries and Integrated Resources Department. The position will work out of the APC Head Office Complex located at 153 Willowdale Drive, Dartmouth, NS.

The position will encompass a wide range of areas including: analysis of science assessments regarding fisheries, fish habitat and fisheries ecological support systems from various sources including First Nations, Federal, Provincial, academic, industry and non-government organizations.

Who can apply?

The successful candidate for the position must be of Aboriginal ancestry, and currently enrolled in college or university.

Abilities & Skills:

- The candidate must have a demonstrated ability to work independently as well as part of a team.
- Highly organized and able to work with minimal supervision
- Should demonstrate excellent verbal and written communication skills
- Must possess excellent interpersonal skills;
- Possess the ability to network, build effective relationships, communicate appropriately and represent the APC at meetings and other gatherings;
- Should have knowledge of Mi'kmaq and Maliseet communities, organizations, culture and traditions

Essential Functions and Duties:

- Support the Fisheries and Integrated Resources Department on fisheries, fish habitat and fisheries ecology;

- Participate on matters affecting governance, management, scientific assessment on matters affecting the health and sustainability of the Atlantic/ Gaspé fisheries, aquaculture, and fisheries support systems, as necessary;
- Participation in APC meetings and working groups, as necessary;
- Assist in the development of communication materials for the Fisheries and Integrated Resources Department, when necessary;
- Ensure all documents produced have correct content, context, accuracy, consistency and the use of proper spelling, grammar and punctuation;
- Maintains good rapport within the organization, First Nations communities and the general public by being courteous, cooperative and conscientious; and
- All other office administrative duties required.

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. (please quote **APC Competition #2020-06-01 on the cover letter and subject line of your email**);
- an updated resume;
- recent writing sample; and
- the names/contact information of three professional references.

All above noted information must be sent by **email only** by **12:00 p.m. on Tuesday, June 30, 2020.**

Email address: hr@apcfn.ca

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

No applications accepted beyond the closing deadline. 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.