



ATLANTIC POLICY CONGRESS  
OF FIRST NATIONS CHIEFS SECRETARIAT

**APC Employment Opportunity**  
***Policy Analyst for Fish and Fish Habitat***

**Full Time Term Position April 1, 2021- March 31, 2022**  
**(With a possibility of extension)**

**Description:** Atlantic Policy Congress of First Nations Chiefs Secretariat is seeking an individual with experience in communications and climate change knowledge to serve as a Policy Analyst for fish and fish habitat.

Reporting to the Director of Fisheries and Integrated Resources, the Policy Analyst will serve as a regional contact for fish and fish habitat. The Policy Analyst will provide support to the APC to enable networking, community outreach, research, communications, partnerships, strategic planning and program implementation for the conservation and protection of fish and fish habitat.

Ideally, you have a post-secondary degree or diploma with relevance/experience in fisheries, habitat restoration, natural resource management or equivalent combination of education and equivalent in Canada. You bring a good understanding of First Nations governance as it relates to the Atlantic and Gaspé region. You will have knowledge and understanding and issues of gathering and use of Indigenous traditional knowledge (ITK). Through your experience, you are familiar with challenges posed by fish and fish habitat in the Atlantic and Gaspé region.

On a personal level, you have well-developed communication skills (oral and written) and the ability to produce written communication material for briefing notes, reports, newsletters, meetings, and the website. You will have the ability to learn basic web-editing, graphics, MSOffice other digital communication tools. You are able to prioritize workloads and have experience with strategic planning. You will work in a team environment with both APC staff and partners from other tribal organizations and communities. Frequent travel within Atlantic and Gaspé region is required for this position.

A full position description is available upon request.

If you are interested in this important opportunity, please forward a letter (two pages maximum) along with your résumé highlighting your qualifications for this role and, as the Policy Analyst, how you could contribute to the success of First Nation communities.

**Please forward a résumé in Word or PDF format only. Submissions can be emailed to [hr@apcfnc.ca](mailto:hr@apcfnc.ca) and please include the APC Competition # 2021-02-01 in the subject line of your email and cover letter.**

Attached to your résumé, please include the names/contact information of **three (3) professional work related references**.

**Experience:**

1. Ideally, applicants will have at least 3 years of experience working for a First Nation community or organization.
2. Applicants will have relevant experience working within a commercial fishery policy context and/or the commercial resource sector environment.

**Abilities & Skills:**

- Ability to travel, a valid driver's license and a reliable vehicle.
- Demonstrated proficiency in computer software including MS Word, MS PowerPoint, MS Excel, MS Outlook, etc along with ability to learn website editing and graphics editing.
- Knowledge of First Nation communities and organizations in the Atlantic and Gaspé region.
- Strong organization, communication, time management and writing skills.
- Strong office management/administration skills.
- Demonstrated ability to work independently and in a team setting.
- Ability to speak Mi'kmaq or Maliseet would be an asset.

**Salary:** Dependent on qualifications and experience (within APC salary grid).

**Location:** Cole Harbour, Dartmouth, Nova Scotia

**Start date:** April 1, 2021

**Closing date:** Friday, March 5, 2021 at 4:00 p.m. Atlantic Standard Time

**Email address:** [hr@apcfnc.ca](mailto:hr@apcfnc.ca)

**No applications will be accepted beyond the closing deadline.** Interviews will be held in Dartmouth, NS. No interview or relocation costs will be provided. No phone calls please **emails only**. If all qualifications are equal, preference will be given to persons of Aboriginal ancestry. Please indicate if you are voluntarily identifying as First Nations or Aboriginal. While we appreciate the interest of all applicants, only those applicants selected for an interview will be contacted.