



## ATLANTIC POLICY CONGRESS OF FIRST NATIONS CHIEFS SECRETARIAT

### **APC Employment Opportunity** ***Health Policy Analyst***

**(Full time term position until March 31, 2022 with possibility of renewal)**

**Description:** The Atlantic Policy Congress of First Nations Chiefs Secretariat (APC) is seeking a professional and highly skilled individual who will be responsible for conducting policy research and providing timely, accurate and relevant health policy advice to the Mi'kmaq, Maliseet and Innu/APC member Chiefs and band staff. The candidate should be a professionally trained individual with experience in dealing with First Nation health program and policy issues. The candidate should also have demonstrated experience in developing proposals/budgets and implementing work plans.

**Who Can Apply:** Applicants should possess a relevant post-secondary degree, diploma or certificate from a recognized post-secondary institution. Those having a combination of relevant education and work experience will also be considered.

**Experience:** Applicants must have at least three to five years recent experience working with First Nations, preferably in the areas of health policy research and development. A combination of comparable, relevant, and recent education and experience will also be considered. Applicants must also have a thorough understanding of First Nation Health care.

#### **Abilities and Skills:**

- Applicants should demonstrate excellent verbal and written communication and presentation skills, as well as a strong ability to manage multiple projects and priorities;
- Applicants should be highly organized and able to work with minimal supervision to meet deadlines;
- Applicants should possess excellent interpersonal skills;
- Applicants should have strong conflict resolution and decision-making abilities, including the ability to think and interact strategically and innovatively while exercising sound judgment;
- Applicants should have the ability to network, build effective relationships, communicate appropriately, and represent the APC at meetings and other gatherings;
- Applicants should have extensive knowledge of the APC member communities, organizations, culture and traditions;
- Applicants should have a superior level of computer literacy;
- Applicants must possess a valid driver's license, have a vehicle, and be willing to travel when required; and

- The ability to speak and understand Mi'kmaw, Maliseet or Innu languages is considered an asset.

**Salary:** Depending on qualifications and experience

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

**Start date:** As soon as possible – March 31, 2022 with possibility of renewal.

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 (two pages maximum) explaining how you meet the position requirements and salary expectations (please quote **APC competition #2021-02-02 on the cover letter and subject line of your email**);
- an updated resume (two pages maximum);
- recent writing sample (five pages maximum); and
- the names/contact information of three work related references.

All above noted information must be sent by **email only** by **12 noon (Atlantic Standard Time) on March 12, 2021.**

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